

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 1

JANUARY 6, 1983

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions in The Department Manual.

PROCEDURE:

- I. USE OF THE TASER—REVISED.** Special Order No. 19 of 1981, placed authorization for use of the TASER at the supervisory level. This Order revises the authorization requirements for use of the TASER to increase its tactical usefulness and reduce the risk of injury to officers and suspects. As TASERS become available, one weapon will be deployed in each Basic (A) Car. Personnel equipped with a TASER and trained in its use may respond to "Code Tom" radio calls.

Effective immediately, supervisory approval is no longer required before using the TASER. Officers who have completed a Department approved TASER training program may use the TASER only in accordance with the policies and procedure established by Special Order No. 19, of 1981.

AMENDMENTS: This Order amends Sections 1/573 and 4/246.10 of The Department Manual.

AUDIT RESPONSIBILITY: Each bureau commanding officer shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

- II. LEAVES OF ABSENCE—REVISED.** This Order reduces the number of copies required of the Request for Leave of Absence, Form 1.36, when requesting a leave of absence with pay for family illness, bereavement or preventive medicine. When requesting a leave of absence with pay for family illness, bereavement or preventive medicine, an employee shall complete *two* copies of the Request for Leave of Absence, Form 1.36. Both copies shall be forwarded to the employee's commanding officer. The concerned commanding officer shall have the responsibility of approving or denying such leave of absence. One copy of the request shall be filed in the employee's divisional package. The second copy shall be forwarded to Personnel Division, Medical Liaison Section, to be filed in the employee's Medical Package.

This Order does not change the procedure for requesting other types of leaves of absence. All other requests for leave of absence shall be processed according to the established procedure.

AMENDMENTS: This Order amends Sections 2/520.03, 3/730.15, 3/730.40, 3/730.50, and 5/1.36—80 of The Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Personnel Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

- III. WARRANT ABSTRACT LOG DISTRIBUTION—REVISED.** An audit of Special Order No. 2 of 1981, which activated the Warrant Abstract Log, Form 8.12, revealed that the distribution copy received by the Warrant Section, Records and Identification Division (R&I), was often illegible. Illegible logs make proper verification of essential warrant status information extremely difficult.

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Effective immediately, the distribution of completed Warrant Abstract Logs is revised as follows:

- 1 - Original, Warrant Section, Records and Identification Division.
- 1 - Concerned Area/division records unit.

2 TOTAL

AMENDMENT: This Order amends Section 5/8.12-80 of The Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Records and Identification Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

IV. REVISED PROCEDURES FOR PERSONAL EXPENSE STATEMENTS. Due to reduced financial resources available to the Department and to the ongoing difficulties encountered by Fiscal Operations Division (FOD) in managing administrative and investigative funds, procedures for reporting of personal expenses incurred as a result of travel on Department business are revised.

- A. **FOD—Travel and Per Diem Guidelines.** FOD shall be responsible for the maintenance and publication of the FOD—Travel and Per Diem Guidelines. FOD shall provide a copy of the Guidelines to each person traveling on Department business when advanced travel funds are disbursed by FOD. Detective Headquarters Division shall provide a copy of the Guidelines to personnel receiving advanced travel funds during other than normal business hours.

Employees shall adhere strictly to the Per Diem Schedule as outlined in the FOD—Travel and Per Diem Guidelines. Any expenditures made above the authorized expenditure rates shall be at the concerned employee's own expense.

- B. **Personal Expense Statements.** A Personal Expense Statement, Form Gen. 16, with supporting documents, shall be completed by the employee in accordance with the provisions of the FOD—Travel and Per Diem Guidelines; reviewed and endorsed by the employee's commanding officer and bureau commanding officer; and submitted to FOD within 10 calendar days following the completion of the employee's travel.

Exception: When employees return from extradition-related travel, they shall furnish FOD *in person* with the information necessary to complete a Personal Expense Statement, and the State of California Reimbursement Form within five calendar days after completion of travel (3/390.33).

- C. **Unused Travel Funds.** Unused travel funds shall be returned to the Principal Accountant, FOD, by check or money order made payable to the City of Los Angeles, within 10 calendar days following completion of the employee's travel. Prior to submitting the employee's Personal Expense Statement to the employee's commanding officer and bureau commanding officer, the employee shall attach the check or money order to the statement.

- D. **Short Term Travel.** This category has been established to ensure that employees receive adequate and consistent compensation for unanticipated business trips which do not require prolonged absence (less than 24 hours of travel time). Short term provisions are outlined in the FOD—Travel and Per Diem Guidelines. To qualify for short term travel compensation the following two criteria must exist:

- * The point of destination must be outside the Los Angeles County Area; and,
- * It would require more than eight hours to complete a round trip to the point of destination from the employee's place of assignment.

AMENDMENTS: This Order amends Sections 2/430.10, 2/1042.23, 3/390.01, 3/390.33, and 3/390.73; and deletes Section 3/390.09 of The Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Fiscal Operations Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

- V. MURDER BOOK ACTIVATED.** Chapter V of the Homicide Manual has been revised to ensure uniformity in documentation of homicide investigations. The Homicide Case Folder shall no longer be used. A "Murder Book" consisting of a three-ring notebook binder containing all reports and information related to the investigation shall be initiated for each homicide investigation. Forms related to homicide investigations have been revised as follows:

- * 3.11.1 **Table of Contents** (Formerly Table of Contents for Homicide Case Folder). This form consists of 26 numbered dividers, the first of which contains a table of contents. These dividers shall be inserted into the three-ring Murder Book and used to index all reports, documents, photos and notes.
- * 3.11.2 **Homicide Notification Log** - Deactivated.
- * 3.11.3 **Homicide Evidence Notification Log** - Deactivated.
- * 3.11.4 **Crime Scene Log** (Formerly the Homicide Log). This form is used to record information regarding all persons entering or assigned to a major crime scene. The form will be initiated by the first unit at the scene and continued by the unit handling the call.

Note: The use of this form is expanded to include all major crime scenes, not just homicides. Upon completion, the form shall be given to the concerned investigating officer.

- * 3.11.5 **Press Release Format**. This form is used by a supervisor to enter information which is to be released to the press.

Note: The use of this form is expanded to include all major crimes, not just homicides. Upon completion, the form shall be given to the concerned investigating officer.

- * 3.11.6 **Chronological Record**. There is no change in the use of this form.
- * 3.11.7 **Witness List** (Formerly "Witnesses"). This form has been revised to delete the space for witness remarks and add spaces for witness residence and business addresses. The form is used by the detective assigned to a murder investigation to list the names and addresses of witnesses.

Ordering Information. Initial stocks of the Table of Contents, Form 3.11.1, will be issued by Investigative Analysis Section. Revised Forms 3.11.4 and 3.11.7 are available at Supply Division. The present stock of Forms 3.11.5 and 3.11.6 shall be used until depleted.

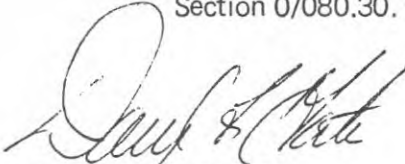
AMENDMENTS: This Order amends Sections 4/710.30, 5/3.11.1, 5/3.11.4, 5/3.11.5, 5/3.11.6, and 5/3.11.7; and deletes Sections 5/3.11.2 and 5/3.11.3 of The Department Manual.

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- VI. PROPERTY DISPOSITION REQUEST—REVISED.** Effective immediately, when an Area/Division Property Disposition Coordinator receives a Property Disposition Request, Form 10.6, for an employee who has transferred from the Coordinator's Area/division of assignment, the Coordinator shall indicate the employee's current assignment on the Disposition Request before returning it to the issuing property officer. The issuing property officer shall forward the Disposition Request to the employee's new Property Disposition Coordinator.

AMENDMENT: This Order amends Section 4/550.30 of The Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Property Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 2

JANUARY 24, 1983

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions in The Department Manual.

PROCEDURE:

I. VEHICLE RECOVERY PROCESS— REVISED. This Order informs Department personnel of the provisions of Senate Bill 1430, effective January 1, 1983. This Bill requires law enforcement agencies to notify victims of stolen or lost vehicles within 48 hours of vehicle recovery. Victims must be advised of the location of impound and the condition of the vehicle.

- A. **Vehicles Recovered Outside the City.** When an investigating officer responsible for the investigation of a vehicle stolen inside the City receives information from an outside agency that the vehicle has been recovered outside the City limits, the officer shall notify the victim in accordance with Manual Section 4/780.40 within **48 hours**, excluding weekends and holidays. In addition to existing notification information, the victim shall be advised of the condition of the vehicle.
- B. **Vehicles Recovered Within The City.** Officers shall continue to comply with established procedures for processing vehicles recovered within the City. In addition to other notification information, victims shall be advised of vehicle condition. The Vehicle Impound Notice, Form 15.23, will be revised in the next printing to provide check boxes indicating whether the vehicle is "driveable" or "not driveable".

Beginning January 1, 1983, employees shall write "driveable" or "not driveable" in the lower left corner of the Vehicle Impound Notice until revised forms are available.

AMENDMENTS: This Order amends Sections 4/765.54, 4/780.18, 4/780.40, and 4/780.80 of The Department Manual.

AUDIT RESPONSIBILITY: Each geographic operations bureau commanding officer shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

II. REDEPLOYMENT OF FIELD UNITS ASSIGNED NON-PRIORITY CALLS. The ROVER system enables officers to maintain radio contact with Communications Division at all times. This Order establishes procedures for redeployment of field units assigned non-priority calls.

- A. **Communications Division - Responsibilities.** Communications Division shall handle priority calls in the following manner whenever there are no units available in the Area of occurrence:
 - * The call shall be broadcast for "any available unit," with the nature of the call, the address, and the code.
 - * If no units respond to the "any available unit" broadcast, the dispatcher shall broadcast one long electronic tone signal on the concerned Area's radio frequency. The tone signal alerts units to stand by for possible reassignment to a priority call.
 - * The dispatcher shall assign the priority call to the appropriate unit.

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- B. **Field Units - Responsibilities.** Field units assigned non-priority calls shall remain available for reassignment to priority calls by monitoring their radio frequencies via the ROVER system. Code Zebra shall no longer be used to indicate availability for priority calls.

Units reassigned to a priority call shall be responsible for the completion of their non-priority call(s). Officers shall explain their change in status to the reporting person. Communications Division shall be notified when officers are prepared to resume the handling of their non-priority call(s). Officers unable to resume the handling of their non-priority calls shall notify Communications Division.

If officers assigned to a non-priority call determine that circumstances exist which preclude their reassignment to a priority call, they shall broadcast a Code Six.

Note: A priority call is a call for service which is of an emergency or urgent nature causing a unit to respond Code 3 or Code 2, respectively. Non-priority calls are all other calls for routine service.

AMENDMENTS: This Order adds Section 4/120.75; amends Sections 4/120.40 and 4/120.70; and deletes Section 4/120.50 of The Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Communications Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

- III. **PROCESSING ENROUTE BOOKINGS—REVISED.** Special Order No. 14 of 1982 eliminated the requirement to book and process federal arrestees when temporarily detained in Department jails. This Order expands this procedure to include all "enroute" bookings by other law enforcement agencies.

Effective immediately, whenever jail personnel receive arrestees for temporary detention from other law enforcement agencies they shall not be booked or processed. The Short Arrest Report, Form 5.02.1, shall be used to record the jail's acceptance of these temporary detainees. The Form has been revised to include a checkbox marked "Temporary Detention For" and "Charge." This box shall be marked whenever the concerned jail receives temporary detainees.

Note: Identification thumb and four finger flat prints shall be obtained on the reverse side of the Short Arrest Report's Custody Record at the time of intake and when released to local or other authorities. An arrestee identification band shall be completed and attached to the left wrist of the arrestee when the arrestee is received. The band shall include the arrestee's name, right thumb print, and property bag number (if appropriate).

Temporary detainees shall not otherwise be photographed, fingerprinted, or issued booking numbers.

Distribution of the Short Arrest Report, Form 5.02.1, remains the same.

Fugitive bookings are not affected by this Order.

AMENDMENTS: This Order amends Sections 4/606.03, 4/625.40, 5/5.2-01 and 5/5.2.1-01; and deletes Section 4/606.04 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Jail Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

IV. WORKING HOURS FOR CIVILIAN EMPLOYEES. Pursuant to the intent of negotiations for the 1982/83 Memorandum of Understanding for the Safety/Security and Supervisory Blue Collar Units and the 1981-1983 negotiations for the Clerical Unit, this Order clarifies the minimum on-duty hours required for full-time employees of this Department.

- A. **Working Hours - Station Officers.** Station Officers and Senior Station Officers assigned to Jail Division or who are deployed in an Area jail, shall be in actual attendance, on-duty, for a minimum of eight hours per watch, *excluding* lunch period, to constitute one working day.
- B. **Working Hours - Police Service Representatives.** Police Service Representatives and Senior Police Service Representatives assigned to Communications Division shall be in actual attendance, on-duty, for a minimum of eight hours per watch, *excluding* lunch period, to constitute one working day.
- C. **General Working Hours - Civilians.** All other full-time civilian employees, including Station Officers and Senior Station Officers not assigned to Jail Division or an Area jail, and Police Service Representatives not assigned to Communications Division, shall be in actual attendance, on-duty, for the following minimum number of hours, *excluding* lunch period, to constitute one working day:

Day Watch - eight hours.

Night Watch - seven and one-half hours.

Morning Watch - seven hours.

AMENDMENT: This Order amends Section 3/703. of The Department Manual.

AUDIT RESPONSIBILITY: The Employee Relations Administrator shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

V. OFFICER RESPONSIBILITIES WHEN NOTIFIED OF A COURT APPEARANCE. Effective immediately, when Department employees receive a subpoena or are notified that their presence is required at a legislative, judicial or administrative proceeding, regardless of the jurisdiction, the employees shall immediately:

- * Ensure that the necessary information is entered in the Officer Subpoena Record, Form 15.29.
- * Notify their supervisor who shall complete the service information, examine the Officer Subpoena Record for completeness and initial the Form 15.29.

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- * Sign and date the subpoena and cause the original subpoena to be returned to the court.

AMENDMENT: This Order adds Section 3/210.12 to The Department Manual.

AUDIT RESPONSIBILITY: Each bureau commanding officer shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

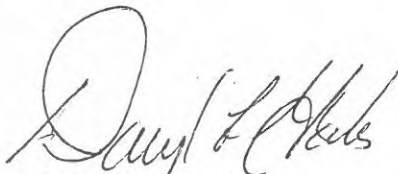
- VI. RADAR USAGE—REVISED.** This Order transfers the authority for approving requests for radar usage from the Commanding Officer, Operations-Headquarters Bureau, to the commanding officer of the concerned traffic division.

A request for radar enforcement shall be initiated on an Employee's Report, Form 15.7, outlining reasons for requesting radar at the particular location. The Form 15.7 shall be submitted to the employee's commanding officer. The commanding officer shall cause the request to be reviewed and, if appropriate, forward the Form 15.7 to the concerned traffic division commanding officer for approval.

Requests for radar usage are no longer forwarded to Operations-Headquarters Bureau.

AMENDMENT: This Order amends Section 4/305.10 of the Department Manual.

AUDIT RESPONSIBILITY: Each geographic operations bureau commanding officer shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 3

FEBRUARY 16, 1983

SUBJECT: RELATIONSHIPS BETWEEN DEPARTMENT EMPLOYEES

PURPOSE: This Order establishes Department Policy on relationships among Department employees.

POLICY: Camaraderie among employees is healthy for the employing organization and a necessary ingredient in a successful, productive and fulfilling occupation. However, public trust requires that employees avoid even the appearance of a conflict between their professional responsibilities and their personal relationships with other employees. Generally, the greatest potential for such a conflict arises from an off-duty social relationship or an outside business interest. Either situation could lead to a personal or financial interest which conflicts with a duty-related responsibility.

The avoidance of an actual or potential conflict is particularly acute for superiors and subordinates, by rank or paygrade, within the same chain-of-command. The authority given a superior over a subordinate is a solemn responsibility entrusted to that superior by the Chief of Police. That trust makes the superior an extension of the Chief of Police and demands that every decision made by the superior be totally objective, impeccably fair and, above all, devoid of any personal favoritism. If a superior enters into a personal or business relationship with a subordinate, the motive for decisions made by that superior relative to the subordinate may become suspect and compromise the integrity of those involved. This could lead to a disrupted work environment, reduced production and a decline in morale.

All employees should avoid situations which give rise to an actual or apparent conflict between their professional responsibilities and their relationships with other employees. However, should such a situation develop, it is the duty of the involved employees to immediately notify their commanding officer either in person or through the chain-of-command. It then becomes the responsibility of that commanding officer to take appropriate action to eliminate the conflict keeping the best interest of both the employees and the Department in mind.

AMENDMENT: This Order adds Section 1/271 to The Department Manual.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 4

FEBRUARY 24, 1983

SUBJECT: REVISED PROCEDURES FOR PROCESSING FIREARMS

PURPOSE: The elimination of the Area Gun Control Officer has necessitated modification to the procedures for processing firearms booked into Department custody and screening firearms in custody of other law enforcement agencies.

PROCEDURE:

I. AREA GUN CONTROL OFFICER-DEACTIVATED. The position of Area Gun Control Officer is deactivated.

II. BOOKING OFFICER-RESPONSIBILITY

A. Booking Firearms. An officer booking a firearm into Department custody shall:

- * Ensure that the firearm is unloaded and safe for handling.

Note: Employees unfamiliar with the unloading or securing of a firearm shall contact the Firearms/Explosives Unit, Scientific Investigation Division (SID), for advice.

- * Complete a Property Report, Form 10.1. The description of the firearm shall include type, serial number, maker's name, model, caliber or gauge, color of metal, barrel length, type of grips or stocks, any marks or inscriptions.
- * Cause the Automated Firearms System (AFS) and National Crime Information Center (NCIC) to be queried to determine wants and registration information.
- * Document the results of the AFS and NCIC query on the Form 10.1.
- * Attach a printout of the AFS and NCIC query to the original Form 10.1.

Note: A copy of the AFS/NCIC printout shall be attached to the copy of the Form 10.1 and forwarded to the detective unit responsible for the investigation.

- * Print the word "FIREARM" in *red* in the top margin of the Form 10.1.
- * When booking a firearm at a location other than the property unit within the geographic Area in which the firearm was seized, print in the left margin of the Form 10.1, a statement directing extra copy distribution to the robbery unit of the geographic Area in which the firearm was seized.
- * Submit the completed Form 10.1 to a supervisor for approval.
- * Deposit the property and two copies of the approved Form 10.1 with the concerned property unit.

Note: Appropriate evidence information relative to a booked firearm will be entered into the AFS by personnel assigned to the Crime/Miscellaneous Reports Section, Records and Identification (R&I) Division. The concerned property units shall forward one copy of the Form 10.1 and one copy of the AFS/NCIC printout to Gun Detail, Detective-Headquarters Division (DHD).

B. Firearms Held for Latent Prints or Other Scientific Evidence. Officers in possession of a firearm requiring examination for latent prints or other scientific evidence shall:

- * Complete the Form 10.1, listing as much information as possible about the firearm without destorying any of its evidentiary value, and indicate on the Form 10.1 that the firearm was left at SID for scientific examination.

Note: The Form 10.1 shall be distributed in accordance with Manual Section 5/10.1-80.

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- * Transport the Firearm to SID.
- * Indicate on the Form 10.1, the date and time that the firearm was taken into custody by SID and the name and serial number of the SID employee who received the firearm.

Note: SID may retain the firearm for several days, so officers will not book the firearm.

- * Complete an Investigation Request, Form 12.1, indicating the type of scientific examination required and the concerned investigative unit to be notified upon completion of the scientific examination.

If SID is closed, officers shall:

- * Transport the firearm to DHD Administrative Information Desk.
- * Complete a Form 12.1 indicating the type of scientific examination required and the concerned investigative unit to be notified upon completion of the scientific examination.
- * Indicate on the Form 10.1, the date and time the firearm was taken into custody by DHD, and the name and serial number of the DHD employee who received the firearm.
- * Leave the firearm in the custody of the DHD officer.

III. SUPERVISOR—RESPONSIBILITY. The supervisor approving the Property Report, Form 10.1, shall:

- * Physically inspect the firearm (unless held for latent prints) to verify the accuracy of the information contained on the Form 10.1 and to verify that the firearm is unloaded.

Note: If the firearm is being held for latent prints or other scientific evidence, supervisors shall visually inspect the firearm to verify as much information as possible is contained on the Form 10.1.

- * Ensure that a notation is made in the narrative portion of the Form 10.1 when unable to query AFS and NCIC.

IV. INVESTIGATING OFFICER—RESPONSIBILITY

- A. **Investigation of Booked Firearms.** The Robbery Unit Coordinator of Area detectives shall review and cause an investigation to be made of all Forms 10.1 listing firearms booked in their division relative to a misdemeanor crime or any non-criminal incident for which no investigative officer or specialized detective division has been assigned follow-up investigation responsibility.

Investigative personnel assigned to follow-up investigation responsibility for a report involving a firearm booked in or by their Area/division shall:

- * Upon being assigned the report, query AFS and NCIC and record the findings on a Follow-up Investigation Report, Form 3.14, if the booking employee was unable to ascertain the current status of the firearm at the time the firearm was originally booked. If the firearm has been reported stolen/lost, complete a Form 3.14 to include:
 - * A complete description of the firearm.
 - * A narrative statement indicating that the stolen/lost entries are to be removed from the AFS.
 - * If the firearm is an LAPD stolen/lost print the word "FIREARM" in *red* in the top margin of the report.

- * If the firearm has been reported stolen/lost, notify the investigating officer responsible for investigating the original stolen/lost report via telephone or teletype, recording the date, time, and name of the investigating officer notified on the Form 3.14. If the firearm is not an LAPD stolen/lost, request the outside agency to enter the appropriate evidence information in AFS and NCIC.

Note: Geographic Area records units shall forward extra copies of the Form 3.14 to the Gun Detail, DHD; the concerned property unit; and the detective division investigating the original stolen/lost report.

- * Recheck the AFS and NCIC within five days to ensure that the evidence information has been entered.

B. Firearm Held for Latent Prints or Other Scientific Evidence. Upon being notified that a firearm is available at SID, investigative personnel shall:

- * Pick up the firearm from SID as soon as practicable.
- * Document on a Follow-up Report, Form 3.14, the date and time the firearm was received from SID and the name and serial number of the SID employee relinquishing custody of the firearm.
- * Include on the Form 3.14 a complete description of the firearm if the description is incomplete on the original Property Report, Form 10.1.
- * Book the firearm at the appropriate property facility, documenting the date and location where the firearms was booked.
- * Ensure that a properly completed Analyzed Evidence Report, Form 12.20, is received from SID.

C. Disposition of Firearms. Firearms shall be released or disposed of only upon authorization from the investigative officer assigned to investigate a firearm booked in or by their Area/division. The investigative officer authorizing disposition or release of a firearm shall:

- * Query the AFS and NCIC to determine current "want" and registration information.
- * Ensure that the appropriate "Evidence" entry appears in the AFS.

Note: If the firearm is an LAPD stolen/lost and an "Evidence" entry does not appear in the AFS, the concerned investigative officer shall notify the Chief Clerk, Crime/Miscellaneous Reports Section, Records and Identification Division, to ensure that this omission is corrected.

- * Attach a printout of the AFS and NCIC query to the work folder copy of the concerned report. If the firearm "Evidence" entry does not appear in the AFS, indicate that fact on the Investigator's Case Progress Log, Form 1.44, and include the name of the Records and Identification Division employee contacted.
- * If the firearm is to be released or disposed of within 90 days from the date of original booking, contact the Gun Detail, DHD, to determine whether the firearm is wanted for test-firing, recording on the Form 1.44 the name and serial number of the Gun Detail employee contacted.
- * If the firearm was booked as a result of a misdemeanor, contact the City Attorney, Misdemeanor Disposition Section, to ensure that the weapon no longer has any evidentiary value.
- * Determine whether the individual is lawfully entitled to possess the firearm to be released, in accordance with federal and state laws.
- * Upon completion of the above requirements, complete a Property Disposition Request, Form 10.6, and forward it to the concerned property officer. When authorization to release is a teletype, the investigating officer shall include a statement that the firearm shows listed as "Evidence" in the AFS/NCIC system.

D. Firearm Notifications. When a Firearm Notification, LAPD Temp. 67.0, is received from Gun Detail, DHD, concerning a recovered, stolen/lost or wanted firearm, the assigned detective supervisor shall assign it to an investigative officer as a Category I follow-up investigation. When a Form 3.14 is completed, the investigative supervisor shall cause one copy of the Form 3.14 and the Firearm Notification to be forwarded to the Gun Detail, DHD.

V. PROPERTY OFFICER—RESPONSIBILITY**A. Receiving Booked Firearms.** The concerned property officer shall:

- * Inspect the firearm and verify all information contained in the Property Report, Form 10.1.
- * At the beginning of each work day, forward one copy of each Form 10.1 and a copy of the AFS/NCIC printout directly to the Gun Detail, DHD, via intradepartmental mail.

B. Disposing or Releasing a Firearm. Prior to disposing of or releasing a firearm from custody, the property officer shall ensure a properly completed Property Disposition Request, Form 10.6, or a teletype authorization in lieu of a Form 10.6, has been received from the concerned investigative officer. The Form 10.6 or teletype authorization shall be retained by the concerned property unit for a period of one year.**VI. SCIENTIFIC INVESTIGATION DIVISION—RESPONSIBILITY.** For firearms to be examined for latent prints or other scientific evidence, personnel assigned to SID shall:

- * Daily check the DHD Administrative Information Desk gun locker to pick up any firearm left by officers to be examined by SID personnel.
- * Accept the firearm to be examined for latent prints or other scientific evidence.
- * Process the firearm as soon as practicable.
- * Document the date and time SID received the firearm on the Analyzed Evidence Report, Form 12.20.
- * Notify Gun Detail, DHD, of any firearm wanted for test-firing.
- * Notify the concerned investigative unit listed on the Investigation Request, Form 12.1, when the firearm is available.

VII. DHD—RESPONSIBILITY**A. Screening In-Custody Firearms.** Personnel assigned to the Gun Detail, DHD, shall:

- * Maintain a list identifying firearms wanted in connection with unsolved homicides and other serious crimes.
- * Update the open-homicide list of wanted firearms when notified by SID of an additional firearm sought for comparison purposes.
- * Review all Forms 10.1 received and determine if any firearms listed on a report should be test fired by SID.

If a firearm is to be test fired, Gun Detail, DHD, shall:

- * Arrange for the transfer of the firearm to Central Property Section;
- * Complete and forward to SID a Test Fire Request, Form 12.11; and,
- * Enter on the concerned Form 10.1, the name of the officer reviewing the Form 10.1 and a statement that a Form 12.11 has been forwarded to SID.
- * Upon return of copies of the Test Fire Request from SID, forward, via Intradepartmental mail, one copy of the Test Fire Request to the investigative personnel assigned the case for which the firearm was tested. One copy of the Test Fire Request shall be maintained at DHD for a period of one year.
- * If no SID testing is required, enter on the concerned Form 10.1, the name of the reviewing officer, date reviewed, and a statement that no SID testing is required.
- * Maintain a 30-day rotating suspense file of all Forms 10.1 received and reviewed.
- * When notified by SID of an additional firearm being sought, review the 30-day rotating suspense file to determine if a described weapon is currently in Department custody. If such a firearm was booked into custody on or after the date of the crime in which SID is interested, follow the prescribed procedure for transfer of the firearm to SID for testing.

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- * Retain copies of the Forms 10.1 on file for a period of one year.
 - * When telephonically contacted for authorization to release a firearm within 90 days of the date on which the firearm was booked, determine if the firearm in question is wanted for SID testing. If the firearm is not wanted, so advise the inquiring investigating officer and authorize release of the firearm. If the firearm is wanted, deny release of the firearm and ensure initiation of the procedure for firearm testing by SID.
- B. **Firearm Notifications.** Personnel assigned to the Gun Detail, DHD, shall complete a Firearm Notification, LAPD Temp. 67.0, and forward it to the concerned detective division when:
- * An outside agency is in possession of a firearm wanted by the Department; or,
 - * A firearm in Department custody is wanted by an outside agency or a Department division other than the division responsible for booking the firearm.
- C. **Firearm Held for Latent Prints or Other Scientific Evidence.** Personnel assigned to DHD shall:
- * When SID is closed, accept a firearm to be examined for latent prints or other scientific evidence.
 - * Ensure that a properly completed Investigation Request, Form 12.1, accompanies the firearm.

VI. GUN CONTROL LOG, FORM 12.13. Use of the Gun Control Log, Form 12.13, is discontinued.

AMENDMENTS: This Order adds Sections 4/540.32 and 4/790.24; amends Sections 2/650.13, 2/1042.20, 2/1120.12, 2/1125.03, 4/540.30, 4/560.40, 4/790.22, 5/030.35, and 5/3.14-80; and deletes Section 5/12.13 of The Department Manual.

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 5

MARCH 7, 1983

SUBJECT: REPORTING INCIDENTS INVOLVING RETIRED PEACE OFFICERS

PURPOSE: State Law permits honorably retired peace officers the privilege of carrying concealed and loaded firearms. Penal Code Sections 12027 and 12031 also provide that the agency from which the peace officer is retired may revoke the retired officer's privilege to carry a concealed and loaded weapon "for good cause."

This Order establishes a procedure to ensure the proper reporting of incidents involving retired peace officers which come to the attention of this Department.

PROCEDURE:

An employee who encounters a retired peace officer from this Department or any other law enforcement agency shall forward a copy of all related reports to the Commanding Officer, Personnel Division, fully describing the incident when the retired officer:

- * Is suffering from an emotional or nervous disorder.
- * Has been committed, either voluntarily or involuntarily, to any hospital, mental institution or other facility for treatment of a mental or emotional disorder or for the use of alcohol, drugs or narcotics.
- * Is involved in any occurrence or is arrested for any crime involving: moral turpitude; dishonesty; the use of alcohol, drugs, narcotics, or other intoxicants; the brandishing, discharge, or use of any firearm; or,
- * Otherwise comes under the close scrutiny of a law enforcement agency.

An Employee's Report, Form 15.7, shall be used to report the incident when a crime or arrest report is not required. The Commanding Officer, Personnel Division, shall review the related reports, initiate an investigation and, when appropriate, revoke the retired peace officer's privilege to carry a concealed firearm. He shall also ensure that appropriate notification is made when an individual retired from another agency is encountered under any of the described conditions.

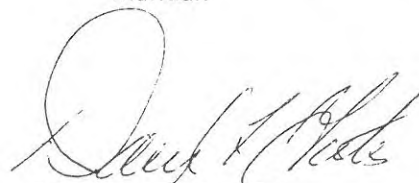
Note: All identification cards issued to retired officers must bear an endorsement indicating whether the retiree is permitted to carry a concealed or loaded firearm. For personnel retiring after January 1, 1981, this endorsement shall include an expiration date not to exceed five years.

AUDIT RESPONSIBILITY:

The Commanding Officer, Personnel and Training Bureau, shall monitor compliance with this directive in accordance with Manual Section 0/080.30.

AMENDMENTS:

This Order adds Sections 4/246. and 5/15.7-83 and amends Section 5/092. of The Department Manual.



DARYL F. GATES
CHIEF OF POLICE

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 6

MARCH 8, 1983

SUBJECT: MISDEMEANOR COMPLAINT FILINGS

PURPOSE: Penal Code Section 853.6 has been revised to require that all infractions and certain misdemeanors be filed directly with the court by the Department. This Order establishes a list of offenses to be filed directly with the court by City Attorney Complaint Details. Additionally, this Order deactivates the Release And Notice To Appear In Court, Form 6.3.

PROCEDURE:

I. SELECTED OFFENSES TO BE FILED DIRECTLY WITH THE COURT BY THE DEPARTMENT.

- * 11357(b) H&S (Possession of Less Than One Ounce of Marijuana) *(cite)*.
- * 11360(b) H&S (Transporting or Transferring Less Than One Ounce of Marijuana) *(cite)*.
- * 374b.5 P.C. (Public Littering/Urination) *(cite)*.
- * 25620 B&P (Open Container in Public Place, City or County) *(cite)*.
- * 25665 B&P (Allowing a Minor Where Alcohol Is Being Served) *(cite)*.
- * 53.06 and 53.06.2 LAMC (Dog Leash Law and Permitting Stray Animals) *(cite)*.
- * 41.51 LAMC (Smoking in Elevator) *(cite)*.
- * 53.55 LAMC (Dogs on Beaches Prohibited) *(cite)*.
- * 53.63 LAMC (Barking Dog Noise) *(cite)*.
- * 330 P.C. (Gambling - 12 specified games or where there exists a "bank") *(book/cite)*.
- * 647(c) P.C. (Begging) *(book/cite)*.
- * 600 County Health Code (Public Urination) *(book/cite)*.
- * 25661 B&P (Use of False I.D. to Obtain Alcohol) *(book/cite)*.
- * 25662 B&P (Minor in Possession of Alcohol) *(book/cite)*.
- * 41.27(c) LAMC (Drinking in Public) *(book/cite)*.
- * 42.00 LAMC (Street Sales Without Permit) *(book/cite)*.
- * 43.13.2 and 43.13.1 LAMC (Being Present at Gambling and Present Behind Barricade) *(book/cite)*.
- * 43.01.3 LAMC (Gambling - Games Not Mentioned in 330 P.C.) *(book/cite)*.
- * 42.03(a) LAMC (Ticket Sales at Public Events) *(book/cite)*.
- * 63.44(B) (14) LAMC (Present in Park After Hours) *(book/cite)*.

II. ARRESTING OFFICERS—RESPONSIBILITIES. Officers apprehending a violator of any of the offenses listed in this Order as a "*cite*" shall complete a Citation (Notice to Appear/Release From Custody (RFC) Report, Form 5.2.2) if the violator is able to provide satisfactory identification. Violators unable to provide satisfactory identification shall be booked and an Arrest Report, Form 5.2, completed.

Officers apprehending a violator of any of the offenses listed in this Order as a "*book/cite*" shall complete a Citation and release the violator from custody unless one of the following conditions exists:

- * The person cannot provide satisfactory evidence of personal identification.
- * The person is so intoxicated that he could be a danger to himself or to others.
- * The person arrested requires medical treatment, or is otherwise unable to care for his own safety.
- * The person is arrested for Section 23152 of the Vehicle Code (Driving Under the Influence).
- * There is an outstanding arrest warrant for the person.
- * The prosecution of the offense or offenses for which the person is arrested or the prosecution of any other offense or offenses would be jeopardized by immediate release of the person arrested.

DISTRIBUTION "A"

- * There is reasonable likelihood that the offense would continue or resume or that the safety of persons or property would be imminently endangered by releasing the person arrested.
- * The person arrested demands to be taken before a magistrate or refuses to sign the Notice to Appear portion of the Citation.
- * Other specifically defined reason.

Note: An officer must explain in writing other circumstances which clearly indicate that the arrestee should not be released. The booking recommendation shall specifically state the reason(s) for non-release. The reason(s) shall be explained in the narrative portion of the arrest report under the heading Additional Information.

Once the reason(s) is eliminated, the arrestee's eligibility for release shall be evaluated under the criteria established in Section 4/681.10 of the Department Manual.

If one or more of the conditions listed above exists, the violator shall be booked and an Arrest Report, Form 5.2, completed.

Officers releasing a violator for an offense listed in this Order as a "*cite/book*" offense shall ensure that photographs and fingerprints are taken prior to release.

Officers shall complete the bottom portion of the Citation in the following manner:

- * The violator shall be cited to appear ten court days from the date of arrest.
- * Draw a line through the box marked DIV; and add the room number of the court clerk's office above the appropriate address in the Location to Appear section.
 - * 429 Bauchet Street, Los Angeles, Room 201
 - 505 South Centre Street, San Pedro, Room 202
 - 1633 Purdue Street, West Los Angeles, Room 101
 - 6230 Sylmar Avenue, Van Nuys, Room 101

Note: The Citation (Notice to Appear/Release From Custody, Form 5.2.2), will be revised to include court clerk locations on the form.

- * Obtain violator's signature prior to release and provide the violator with the second page (violator's copy) of the Citation.
- * Release the violator from custody.

When a violator is apprehended for an offense not listed on this Order, as well as an offense that is listed on this Order, the violator shall be booked on the nonlisted offense and the elements of the listed offense shall be included on the Arrest Report, Form 5.2, with a request for additional filing. A Citation shall not be completed.

III. SUPERVISORS—RESPONSIBILITIES. Supervisors approving the booking of any person for an offense listed in this Order shall ensure that the reason for non-release is included in the narrative portion of the Arrest Report, Form 5.2. Additionally, supervisors shall ensure that fingerprints and photographs are taken of any violator of an offense (cite/-book) listed in this Order prior to release from custody.

IV. JAILERS—RESPONSIBILITIES. Jail personnel shall ensure prior to accepting a violator of an offense listed in this Order for booking that a reason for non-release is included on the Booking Recommendation Form, Form 12.31.

If a violator booked for one of the offenses listed in this Order is subsequently processed as an own recognizance release, jail personnel shall complete a Citation in the following manner:

- * Enter the violator's name; home address; city of home address; and charge.

- * Cite the violator to appear ten court days from the date of release.
- * Draw a line through the box marked DIV; and add the room number of the court clerk's office above the appropriate address in the Location to Appear section.

- * 429 Bauchet Street, Los Angeles, Room 201
505 South Centre Street, San Pedro, Room 202
1633 Purdue Street, West Los Angeles, Room 101
6230 Sylmar Avenue, Van Nuys, Room 101

Note: The Citation (Notice to Appear/Release From Custody, Form 5.2.2.) will be revised to include court clerk locations on the form.

- * Obtain the violator's signature prior to release and provide the violator with the second page (violator's copy) of the Citation.
- * Release the violator from custody.

V. RECORDS UNIT—RESPONSIBILITIES. Area/division records unit personnel shall ensure that the original copy of the Citation, along with any accompanying report(s), is sent to the custodial jailer in the metropolitan Areas or the complaint officer in the outlying Areas.

VI. CITY ATTORNEY COMPLAINT DETAILS—RESPONSIBILITIES. Upon receiving a Citation for one of the offenses specified in this Order the City Attorney Complaint Details shall:

- * Separate the narrative and any related reports from the original of the Citation.
- * After a thorough review by Detective Headquarters Division to ensure compliance with established filing policy, file the case with the assigned court within ten court days by submitting the original copy of the Citation only to the court clerk.
- * Maintain a file of the offenses in which a "not guilty" plea was entered or a bench warrant issued.

The narrative, any related reports, and a copy of the Citation shall be submitted to the City Attorney's Office whenever a not guilty plea is entered. Whenever a bench warrant is issued, the narrative, any related reports, and a copy of the Citation shall be maintained on file for a period of one year or until the violator is apprehended, whichever occurs first.

Supervisory personnel of City Attorney Complaint Details shall reject any case failing to meet the established filing policy.

Note: The City Attorney's Office is available to review cases that require an expert opinion.

VII. RELEASE FROM CUSTODY/NOTICE TO APPEAR—DISTRIBUTION.

Distribution—General. A Release From Custody Report (RFC), Form 5.2.8, shall be completed in conjunction with the Notice To Appear Citation, Form 5.2.2. For duplication purposes, the completed Notice To Appear Citation, Form 5.2.2, shall be placed in the space provided on the left side of the completed RFC Report, Form 5.2.8.

Exception: Jail personnel releasing booked arrestees on their own recognizance are not required to complete a Form 5.2.8.

DISTRIBUTION "A"

Distribution—Notice To Appear Citation, Form 5.2.2.

- 1 Original (white) - Custodial jailer (or Complaint Officer, if outlying) with required copies of the RFC Forms (5/5.2.8-80).

Note: This original Notice To Appear Citation is the Court Complaint. It should not be stapled to the RFC Report, Form 5.2.8.

- 1 Copy (blue) - Violator
- 1 Copy (pink) - Book
-
- 3 TOTAL

Distribution—Release From Custody Report, Form 5.2.8—Infractions/Misdemeanors Other Than Vice.

- 1 Original, R&I CMRS

Note: This is the original RFC Report, Form 5.2.8, with a photocopy of the Notice To Appear Citation upon it. The original of the Notice To Appear Citation must be forwarded to the Custodial jailer (or Complaint Officer, if outlying) for court purposes.

- 1 AID
- 1 Records Unit
- 3 Custodial jailer (or Complaint Officer, if outlying)
-
- 6 TOTAL (Plus, Extra Copy Distribution)

Distribution—Release From Custody Report, Form 5.2.8—Vice Misdemeanors (Including B&P Violations).

- 1 Original, R&I CMRS
- 1 AID
- 1 Records Unit
- 1 Geographic Bureau
- 1 OO, EAS
- 1 AVD
- 1 Vice Unit arresting
- 1 Vice Unit, Area occurred, if different
- 3 Custodial jailer (or Complaint Officer, if outlying)
-
- 11 TOTAL (Plus, Extra Copy Distribution - 5/5.2.8-81)

EXTRA COPY DISTRIBUTION

- 1 Property Room, attached to evidence, when RFC is also a Combined Evidence Report. Two copies are required if marijuana is booked.

Note: This copy is the responsibility of the employee booking the evidence. Only the face sheet is required.

MARCH 8, 1983

VIII. RELEASE AND NOTICE TO APPEAR IN COURT-DEACTIVATED. This Order deactivates the Release And Notice To Appear In Court, Form 6.3. The Notice to Appear Citation, Form 5.2.2, will replace the Form 6.3.

AMENDMENTS: This Order amends Sections 4/216.65 and 5/5.2.2, and deletes Section 5/6.3 of the Department Manual.

AUDIT RESPONSIBILITY: Commanding officers of each geographic operations bureau shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 7

MARCH 23, 1983

SUBJECT: DECLARATION OF RECEIPT/EXPENDITURE OF FUNDS

PURPOSE: The retention of compensations paid in excess of salary and/or City authorized expense allowances for duty-related activities is illegal, morally wrong and a severe breach of integrity. This Order implements an individual financial statement which will provide uniform, effective controls to improve the accountability of compensations received by Department employees.

PROCEDURE: Any monies received by an employee for duty-related activities in excess of salary and/or City or Department authorized expense payments *shall* be remitted to Fiscal Operations Division. Under certain conditions part or all of such monies received by an employee may be refundable. Fiscal Operations Division, in concurrence with the employee's commanding officer, will make the decision and refund based on a review of the Declaration For Receipt/Expenditure of Funds, Form 15.24, and attachment of related receipts and correspondence supporting the claim.

- I. **CIVIL SUBPOENA REPORT, FORM 15.24—RETITLED AND REVISED.** The Civil Subpoena Report, Form 15.24, is revised for expanded use and is retitled, Declaration For Receipt/Expenditure of Funds.
- II. **USE OF FORM—REVISED.** The Declaration For Receipt/Expenditure of Funds is used to summarize all monies received or expended or to report that no monies were received in conjunction with various on-duty activities. Employees participating in the activities outlined in this Order shall be considered on-duty for the duration of the activity regardless of vacation, day off or other off-duty type status.

The Declaration For Receipt/Expenditure of Funds, Form 15.24, shall be completed for the following:

- * All Federal Court appearances;
- * Court appearances, criminal or civil, outside Los Angeles County;
- * Any duty-related civil court appearance, deposition, hearing, or pretrial conference;
- * On-duty activities or functions for which compensation is received; and,
- * Any time funds are disbursed for travel expenditures by the Department or from any other source.

Note: Rewards, gratuities and contributions of any type shall be disposed of according to established procedures (3/350.20, 4/292) and are not affected by this Special Order.

- III. **FORM COMPLETION.** Responsibility for completion of the Declaration For Receipt/Expenditure Form shall be as follows:

A. **Employee Responsibilities.** Each employee shall:

- * Submit an individual Declaration For Receipt/Expenditure of Funds, Form 15.24, *within 10 calendar days* after completion of on-duty activities outlined in this Order.

Note: Employees on vacation or extended days off shall submit the Declaration for Receipt/Expenditure of Funds, Form 15.24, *within 10 calendar days* following their return to duty.

MARCH 23, 1983

- * Endorse checks or money orders received "Pay to the Order of the City of Los Angeles", followed by the employee's signature as it appears on the face of the document;
 - * Attach all related receipts and supporting documents to the Form and submit them to the employee's immediate supervisor.
- B. **Supervisor Responsibilities.** Upon receipt of the Declaration For Receipt/Expenditure of Funds, Form 15.24, the supervisor shall:
- * Review and check the Form for completeness and conformity to procedure; and,
 - * Upon approval, forward the Form along with the supporting documents to the employee's commanding officer.
- C. **Commanding Officer Responsibilities.** Upon receipt of the Declaration For Receipt/Expenditure of Funds, Form 15.24, the commanding officer shall:
- * Review the Form for completeness and conformity;
 - * Cause one copy to be provided to the concerned employee;
 - * Upon approval, forward the original copy of the Form 15.24 to the Police Accountant, Fiscal Operations Division.

Note: When approving requests for reimbursements, supervisors and commanding officers shall refer to the current Department expenditure rates (provided by Fiscal Operations Division) as a general guideline.

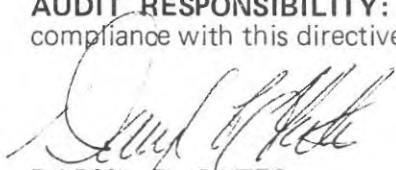
IV. **FORM AVAILABILITY.** A copy of the revised form is included with this Special Order to be used as a master copy until the permanent form is available from Supply Division. Stock of the present Civil Subpoena Report, Form 15.24, should be bundled and returned to Supply Division marked Obsolete-Destroy.

V. **DISTRIBUTION—REVISED.**

- 1 - Original, Police Accountant
- 1 - Employee's Division, Area or Bureau
- 1 - Concerned Employee
- 3 TOTAL

AMENDMENTS: This Order amends Section 3/780.50, 3/780.80, 3/784.42, 5/15.24: and adds Section 3/380, 3/380.10 to The Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Fiscal Operations Division, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

DECLARATION OF RECEIPT / EXPENDITURE OF FUNDS

1. NAME OF EMPLOYEE		2. SERIAL NO.	3. AREA/DIVISION	4. DATE OF THIS DECLARATION
5. TYPE OF ACTIVITY		6. LOCATION OF ACTIVITY		7. DURATION FROM: TO:
8. CITY VEHICLE <input type="checkbox"/> USED <input type="checkbox"/> NOT USED		9. ATTENDED <input type="checkbox"/> ON-DUTY <input type="checkbox"/> OFF-DUTY		10. REQUESTING AGENCY, COURT, TRIBUNAL, ETC.
11. IF JOINT ACTIVITY: NAME(S), SERIAL NO(S).				

IF SUBPOENA, COMPLETE ITEMS 12 THROUGH 21

12. DATE SUBPOENA ISSUED	13. DATE(S) APPEARANCE	14. CASE NO.	15. COURT NO., COUNTY, STATE
16. ATTORNEY REQUESTING	17. PLAINTIFF(S)		18. DEFENDANT(S)
19. TOTAL HOURS AT COURT	20. CASE DISPOSITION <input type="checkbox"/> COMPLETED <input type="checkbox"/> CONTINUED		21. IF CONTINUED, TO WHAT DATE(S)

IF COMPENSATION FOR TRAVEL EXPENSES REQUESTED, COMPLETE ITEMS 22 THROUGH 24

22. OFFICER'S ADDRESS	23. MILES	24. PARKING COSTS \$	25. TOTAL-ACCTG. DIV. ONLY \$
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26. RELATED DOCUMENTS, AS APPLICABLE

<input type="checkbox"/> FORM 15.2	<input type="checkbox"/> WITNESS FEE RECEIPT / VOUCHER
<input type="checkbox"/> FORM 15.7	<input type="checkbox"/> RECEIPTS
<input type="checkbox"/> SUBPOENA	<input type="checkbox"/> RE FUND TO F.O.D.
<input type="checkbox"/> CORRESPONDENCE	<input type="checkbox"/> OTHER:

27. TOTAL RECEIPT / EXPENDITURE OF FUNDS (If none, enter 'None'.)

A. TRAVEL ADVANCE RECEIVED FROM F.O.D.	\$	_____
B. COMPENSATION RECEIVED FROM ANY OTHER SOURCE	\$	_____
TOTAL A & B		\$ _____
C. TOTAL EXPENSES INCURRED (ITEMIZE ON FORM GENERAL 16)	\$	_____
D. DIFFERENCE BETWEEN ALL COMPENSATION RECEIVED AND EXPENSES INCURRED	\$	_____
E. I am submitting the difference in the amount of	\$	_____
IF CHECK, GIVE NUMBER AND PAYER: _____		
IF OTHER, IDENTIFY: _____		
F. I am requesting reimbursement in the amount of	\$	_____
G. I certify the above is a true and correct statement of expenses incurred by me and is an accurate accounting of all monies and or other compensation received by me while involved in this activity.		
DATE: _____	SIGNATURE OF EMPLOYEE: _____	SERIAL NO.: _____

28. SIGNATURE OF SUPERVISOR APPROVING	29. SIGNATURE OF COMMANDING OFFICER
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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 8

MARCH 29, 1983

SUBJECT: REPORTING THE USE OF FORCE—REVISED.

PURPOSE: This Order outlines requirements for reporting use of force incidents. It also combines the Non-Lethal Control Device Incident Report, Form 13.30, and the Use of Physical Force Summary, Form 1.67.2. This will eliminate duplicate reporting of some incidents and facilitate the analysis of physical force incidents Department-wide. Additionally, the Tactics Used—Master Sheet, Form 1.67.3, has been revised to simplify the reporting of these incidents by each command. It should be noted that the provisions of this Order apply to all Department personnel regardless of assignment.

PROCEDURE:

I. REPORTABLE USE OF FORCE INCIDENT—DEFINED. A reportable use of force incident is defined as an incident in which any on-duty Department employee, or off-duty employee whose occupation as a Department employee is a factor, uses a non-lethal control device or any physical force to:

- * Compel a person to comply with the employee's directions; or,
- * Overcome resistance by a suspect during an arrest or a detention; or,
- * Defend any person from an aggressive action by a suspect.

Exceptions: The following incidents are *not* reportable under the provisions of this Order:

- * The use of a firm-grip control only which does not result in an injury; or,
- * That force necessary to overcome passive resistance due to physical disability or intoxication which does not result in injury; e.g., the use of a wrist lock to assist an intoxicated person to a standing position; or,
- * An incident investigated by the Officer-Involved Shooting Section, Robbery-Homicide Division.

II. USE OF FORCE REPORT—ACTIVATED. The Use of Force Report, Form 1.67.2, is activated:

- * **Use.** All reportable use of force incidents, as defined by this Order, shall be reported on this form in addition to any other reporting requirements. A separate Form shall be used for each suspect upon whom force is used.
- * **DR Number.** The Use of Force Report does not require a DR number. However, if related reports are completed which require a DR number, that number shall be entered on the Form.
- * **Distribution.**

- 1 — Original, Commanding Officer, Personnel and Training Bureau
- 1 — Employee's commanding officer
- 1 — Employee's bureau commanding officer
- 1 — Commanding Officer, Training Division
-
- 4 — TOTAL

A copy of all related reports shall be attached to and distributed with each Form.

DISTRIBUTION "A"

MARCH 29, 1983

III. REPORTING USE OF FORCE INCIDENTS. An employee who becomes involved in a reportable use of force incident or discharges a TASER or a chemical irritant control device for any reason other than an approved training exercise shall:

- * Complete a Use of Force Report, Form 1.67.2;
- * Report the full details of the use of force incident in the related Department arrest or crime report;
- * Use an Employee's Report, Form 15.7, to report the full details of the use of force incident when a crime or arrest report is *not* required;
- * Ensure that each page of all copies of the related report has the words USE OF FORCE in the left margin.

Note: Off-duty employees completing use of force related reports shall submit a copy to their supervisor no later than their next regularly scheduled tour of duty.

IV. USE OF FORCE SUMMARY REPORT—REVISED. The Use of Force Summary Report, Form 1.67.3, has been revised to be used by all *division* commanding officers to report *all* use of force incidents occurring within their commands during a deployment period. The Form shall be completed and the original forwarded to the Commanding Officer, Personnel and Training Bureau, within one week following each deployment period. This form serves as an audit to ensure that all Use of Force Forms have been received.

Note: The Form 1.67.3 shall be submitted by *all* divisions whose personnel are engaged in the arrest or custody of suspects.

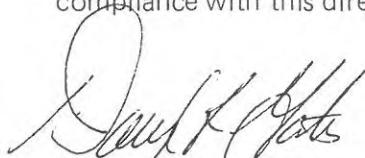
V. AUDIT AND RETENTION OF FORMS. Personnel and Training Bureau shall conduct periodic audits to ensure compliance with the provisions of this Order and shall notify the responsible commanding officer of any discrepancies.

Personnel and Training Bureau shall retain the original Forms in accordance with the Los Angeles City Administrative Code, Division 12, Chapter I (Records Retention and Disposition).

VI. INITIAL STOCK OF FORMS. A copy of these Forms is attached and should be used for duplication until the revised Forms can be obtained through Supply Division.

AMENDMENTS: This Order adds Sections 4/245.05 and 5/1.67.2; amends Sections 4/245.10, 4/246.10, 4/246.15, 4/246.20, 5/092, and 5/15.7; and deletes Sections 4/245.20 and 5/13.30 of The Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Personnel and Training Bureau, shall monitor compliance with this directive in accordance with provisions of Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

USE OF FORCE REPORT

PAGE ____ OF ____

PCD

DR

DATE		TIME	LOCATION OF OCCURRENCE		RD
SUSPECT'S NAME (LAST, FIRST, MIDDLE)					BOOKING NO.
					CHARGE
SEX	DESCENT	HEIGHT	WEIGHT	DOB	AGE
					CONNECTING REPORTS

SOURCE OF ACTIVITY

☐ OBSERVED ☐ RADIO CALL ☐ CITIZEN CALL ☐ STATION CALL ☐ OTHER

CONDITIONS (CHECK ALL THAT APPLY)

☐ PCP ☐ MENTAL ☐ FOOT PURSUIT ☐ FAMILY DISPUTE ☐ ASSAULT ON OFFICER
☐ OTHER DRUG ☐ DUI ☐ OTHER TRAF. VIOL. ☐ BUSINESS DISPUTE ☐ ASSAULT ON CITIZEN
☐ ALCOHOL ☐ VEH. PURSUIT ☐ 415 ☐ NEIGHBOR DISPUTE ☐ OTHER: _____

SPECIFY

TYPE FORCE (CHECK ALL THAT APPLY)

PHYSICAL FORCE

BATON/SAP

☐ STRAIGHT
☐ MONADNOCK
☐ KUBATON
☐ SAP

PAIN COMPLIANCE

☐ TWIST LOCK
☐ WRIST LOCK
☐ OTHER: (SPECIFY) _____

(MOTION USED):

UPPER BODY

☐ STRIKE ☐ CAROTID
☐ BLOCK ☐ MODIFIED CAROTID
☐ CONTROL ☐ LOCKED CAROTID

OTHER

☐ KICKS
☐ PUNCH
☐ MARTIAL ART TECHNIQUE
☐ MISCELLANEOUS PHYSICAL FORCE
☐ OTHER: (SPECIFY) _____

CHEMICAL SPRAY

NO. TIMES SPRAYED _____

TYPE SPRAY USED (BRAND): _____

(MODEL NO.): _____ (EXPIR. DATE): _____

DISTANCE FROM SUSPECT

1 _____ FT. 2 _____ FT. 3 _____ FT.

DURATION OF SPRAY

1 _____ SECS. 2 _____ SECS. 3 _____ SECS

WAS SPRAY EFFECTIVE? ☐ YES ☐ NO

IF NO, REASON (STATE IF UNK.) _____



SHADE AREA(S) SPRAYED

TASER

VIEW FROM

☐ FRONT ☐ BACK
 SHOW DART CONTACT (1, 2, 3)

TASER SERIAL NO. _____

NO. OF CASSETTES FIRED _____

DISTANCE TO SUSPECT

1 _____
 2 _____
 3 _____

DID DARTS PENETRATE

SKIN? ☐ YES ☐ NO

WAITING TIME FOR TASER

TO ARRIVE

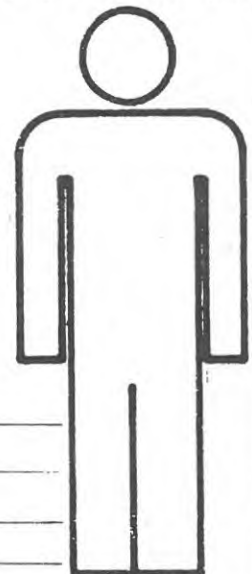
MINUTES

WAS IT EFFECTIVE?

☐ YES ☐ NO

IF NO, REASON

(STATE IF UNK.) _____



WHAT TYPE OF FORCE FINALLY CONTROLLED THIS SUSPECT?

EFFECTS (Check all that apply)

WAS SUSP. INCAPACITATED? ☐ YES ☐ NO

TIME REQUIRED TO

INCAPACITATE SUSPECT: _____ SECONDS

☐ NONE APPARENT ☐ CHOKING ☐ FELL TO GROUND ☐ CONT. SOME RESISTANCE ☐ STOPPED RESISTANCE
☐ EYE CLOSURE ☐ COUGHING ☐ ATTACKED OFCR. ☐ INCREASED RESISTANCE ☐ OTHER: _____

RESIDUAL EFFECTS ON OFFICERS:

☐ NONE☐ CHEMICAL☐ ELECTRICAL SHOCK

INJURIES (RESULTING FROM USE OF FORCE)

TYPES: A - MAJOR (USUALLY HOSPITALIZED) B - VISIBLE (NOT HOSPITALIZED) C - COMPLAINED OF ONLY N - NONE

LAST NAME	TYPE INJURY	BRIEF DESCRIPTION OF INJURY	HOSPITALIZED		OFF DUTY		LIGHT DUTY	
			YES	NO	YES	NO	YES	NO
OFCR.								
OFCR.								
SUSP.								

ADDITIONAL (USE OF OTHER DEVICE; I.E., FIELD TEST; ADDITIONAL OFFICER INJURED; SUSP. INJURIES UNRELATED TO USE OF FORCE; ANY OTHER PERTINENT INFO.)

INVOLVED OFCR.	SERIAL NO.	DIV./DETAIL	ON DUTY	IN UNIFORM	INVOLVED OFCR.	SERIAL NO.	DIV./DETAIL	ON DUTY	IN UNIFORM
			Y	N				Y	N
DATE AND TIME REPRODUCED	DIVISION	CLERK	INVESTIGATING SUPERVISOR	SERIAL NO.	DIV./DETAIL	W/C OR OIC APPROVING	SERIAL NO.		

ALSO COMPLETE REVERSE SIDE

DISTRIBUTION: 1 - ORIGINAL, COMMANDING OFFICER, PERSONNEL & TRAINING BUREAU; 1 - EMPLOYEE'S COMMANDING OFFICER;
 1 - EMPLOYEE'S BUREAU COMMANDING OFFICER; 1 - COMMANDING OFFICER, TRAINING DIVISION
 (ATTACH A COPY OF ALL RELATED REPORTS)

SUPERVISOR'S INVESTIGATION (Evaluate tactics, describe unusual conditions, etc.)

SIGNATURE - COMMANDING OFFICER REVIEWING

OFFICE OF THE CHIEF OF POLICE

INVALID SEE S/O # 233, 1983

SPECIAL ORDER NO. 9

APRIL 21, 1983

SUBJECT: ACCOUNTABILITY FOR DEPARTMENT PUBLICATIONS

PURPOSE: In today's complex and ever-changing criminal justice system, the Department has a responsibility to keep officers informed of changes in procedures and policies that affect them. Special Order No. 36 of 1981 established procedures to ensure that officers receive copies of Training Bulletins and Legal Bulletins. This Order modifies these procedures to include the receipt of Special Orders and Memorandums. This will provide officers with copies of Department publications that affect them as well as establish a system of accountability. Additionally, the Training Publication Receipt, Form 01.42.0, has been retitled the Department Publication Receipt, Form 01.42.0.

PROCEDURE:

I. TRAINING PUBLICATION RECEIPT, FORM 01.42.0—RETITLED. At the next routine printing the Training Publication Receipt, Form 01.42.0, will be retitled the Department Publication Receipt, Form 01.42.0. This Form shall be used by officers of the rank of lieutenant and below to record receipt of the following Department publications:

- * Special Orders
- * Memorandums
- * Training Bulletins
- * Legal Bulletins

II. RECEIPT OF DEPARTMENT PUBLICATIONS.

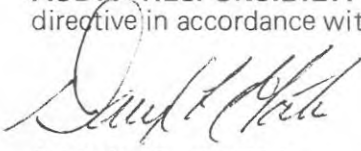
A. Officer's Responsibilities. All officers of the rank of lieutenant and below shall ensure that they *receive* a copy of currently issued Department Special Orders, Memorandums, Training Bulletins and Legal Bulletins, including any which have been disseminated during their absences from duty. Officers shall be responsible for completing the Department Publication Receipt, Form 01.42.0.

Each officer shall be responsible for maintaining all valid Department publications that have been issued by the Department.

B. Commanding Officer's Responsibilities. Commanding officers shall cause periodic audits to be conducted to ensure that assigned employees have received currently issued Department publications.

AMENDMENTS: This Order amends Sections 3/670.05 and 5/1.42 of The Department Manual.

AUDIT RESPONSIBILITY: Each bureau commanding officer shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 10

April 25, 1983

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions in The Department and Tactical Manuals.

PROCEDURE:

- I. SERVICE OF ARREST WARRANTS—REPORTING PROCEDURES REVISED.** The Department of Justice Offender Based Transaction Statistics (OBTS) system requires accurate and timely information. The Disposition of Arrest and Court Action Report, Form 5.9, is the vehicle by which this Department provides such information to the State. This Order modifies Department procedures for the completion of the Form 5.9 when used to report the service of local arrest warrants.

- A. Service of Warrant.** When a person arrested on a misdemeanor or felony charge is found, prior to or after booking, to be the subject of a misdemeanor or felony warrant, the custodial jailer shall, in addition to the requirements set forth in Manual Section 4/725.49, initiate a Form 5.9 for *each* in-county felony or misdemeanor arrest warrant issued for a retainable offense.

Note: An in-county warrant is a warrant issued by a court having jurisdiction over criminal matters arising within the County of Los Angeles. A retainable offense is an offense recordable on the arrestee's criminal history record (rap sheet) by the Department of Justice.

Each Form 5.9 for an in-county warrant shall be attached to the Jail Custody Record, page five of the Los Angeles Consolidated Booking Form, Form 5.1, and shall accompany the arrestee to court.

Exception: A Form 5.9 initiated for an arrest under the authority of a Ramey warrant shall be processed with the Arrest Report, Form 5.2.

AMENDMENTS: This Order adds Section 4/725.05 and 4/725.07, and amends Sections 4/725.49 and 5/5.9-14, and deletes Section 4/725.53.

AUDIT RESPONSIBILITY: The Commanding Officer, Support Services Bureau, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30

- II. DISTRIBUTION OF REPORTS INVOLVING CONSULAR OFFICERS.** To ensure proper liaison with and to provide proper security for consular personnel and property, this Order establishes an expanded distribution of reports involving consular officers.

Effective immediately, divisional records unit personnel shall distribute one copy of *all* crime, arrest, traffic and other related reports involving consular officers or consular property as follows:

- 1 - Director, Office of Special Services
- 1 - Commanding Officer, Uniformed Services Group
- 1 - Commander, Press Relations, Office of the Chief of Police

AMENDMENTS: This Order adds 4/284.38, 5/3.7-86, 5/15.7-84 and amends 4/284.40, 4/284.45 and 5/4.1-80 of The Department Manual.

AUDIT RESPONSIBILITY: The Director, Office of Special Services, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

DISTRIBUTION "A"

- III. AREA JAIL INSPECTIONS.** To ensure standardized performance throughout the City Jail System, this Order assigns the Commanding Officer, Jail Division, the responsibility for conducting annual inspections of all Department jail facilities. A summary of findings shall be forwarded to the Commanding Officer, Support Services Bureau, and to the concerned facility commanding officer as soon as practicable after each inspection.

AMENDMENTS: This Order amends Sections 2/640.01 and 2/640.03 of The Department Manual.

AUDIT RESPONSIBILITY. The Commanding Officer, Support Services Bureau, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

- IV. TRANSFER OF RESPONSIBILITY FOR PROCESSING INTERIM ALTERATIONS AND IMPROVEMENT REQUESTS FROM SUPPLY DIVISION TO FISCAL OPERATIONS DIVISION.** Effective immediately, Fiscal Operations Division is responsible for investigating and handling requests for interim alterations and improvements.

Note: Alteration and improvement requests are defined as relatively minor structural changes or additions to existing City-owned buildings or grounds.

AMENDMENTS: This Order amends Sections 2/430.05, and 2/630.03 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Fiscal Support Bureau, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

- V. REVISIONS TO THE PERSONAL SERVICE CITATION.** The Personal Service Citation has been revised to include checkboxes for the issuing officer to indicate a preference for morning or afternoon court sessions. The checkboxes may be used by officers assigned to off-watches to indicate their preferred court session. The court will make an effort to schedule officers according to their preference.

Additionally, certain preprinted information has been added to the back of the book copy which can be used by issuing officers as memory aids and supplements to personal notes regarding the citation.

- VI. RELEASE AGREEMENT, APPEARANCE BOND, AND BAIL DEPOSIT RECEIPT, FORM 6.15.1, DISTRIBUTION—REVISED.** Release Agreement, Appearance Bond, and Bail Deposit Receipt, Form 6.15.1, distribution is revised as follows:

- 1 - Original, Concerned Court
- 1 - Defendant
- 1 - Research and Bail Unit, Jail Division
- 1 - Court Complaint Officer
- 1 - Division effecting release

5 - TOTAL

AMENDMENT: This Order amends Section 5/6.15.1 of The Department Manual.

- VII. PROPERTY DISPOSITION CARD REQUEST—REVISED.** Recent studies have revealed that the current Property Disposition Card, Form 10.06, due dates of 90-120-150 days are premature when compared to the actual time it takes to dispose of cases in court.

This Order changes the Property Disposition Card due dates from 90-120-150 days to 120-150-180 days, and the property disposal date from 180 to 210 days.

AMENDMENT: This Order amends Manual Section 4/550.30.

AUDIT RESPONSIBILITY: The Commanding Officer, Property Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

VIII. THREATS AGAINST PUBLIC OFFICIALS. This Order implements the provisions of Penal Code Section 76, which require that notification be made to the California State Police whenever information is received concerning a threat to life, coupled with the intent and apparent ability to carry out such a threat, against any of the following:

- * Elected State officials;
- * Officers or employees of the State of California appointed by the Governor and exempt from civil service; and,
- * Justices of the California Supreme Court or Court of Appeals.

A. **Reporting Employee—Responsibility.** Any employee who receives information concerning a threat to take the life of any California State public official, as specified, shall, in addition to completing the appropriate crime report:

- * Telephonically report the threat and the circumstances surrounding the threat to the Executive Protection Bureau, California State Police, (213) 620-3216, available 24 hours.
- * Cause a copy of all related reports to be sent to the California State Police by indicating extra copy distribution in the left margin of the reports.
- * Record the date and time of notification and name of the person notified in the appropriate section of the arrest and/or crime report.

B. **Records Unit Employee—Responsibility.** Records unit employees shall mail copies of all related reports to:

California State Police
Executive Protection Bureau
107 South Broadway, Room 7012
Los Angeles, California 90012

AMENDMENTS: This Order adds Section 4/271.35, and amends Sections 5/030.66 and 5/030.66A of The Department Manual.

AUDIT RESPONSIBILITY: Commanding officers of each operations bureau shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

IX. CHILD ABUSE REPORTING—REVISED. This Order establishes additional procedures to be followed by Department personnel when investigating incidents of suspected child abuse, and cancels the requirement to forward copies of child abuse crime and arrest reports to the Department of Public Social Services (DPSS).

A. **Extra Copy Distribution—Cancelled.** The requirement for extra copy distribution of child abuse reports is eliminated. Officers are no longer required to mark the left margin of suspected child abuse reports with the notation, "Copies to DPSS".

Note: The Distribution Guide is revised to delete the requirement to send extra copies of child abuse reports to DPSS.

B. **Officers Investigating Child Abuse—Responsibilities.** An officer investigating an incident of suspected child abuse which occurred within the City shall:

- * Immediately telephone and notify the Department of Public Social Services (DPSS) Hotline that a suspected child abuse investigation is being conducted; obtain the address and phone number of the DPSS Regional Office that will be conducting their field investigation of the incident; obtain the name of the DPSS employee informed of the child abuse investigation; and provide the Hotline with the following information:

- * Reporting officer's name and serial number.
- * Victim's name.
- * Nature and extent of injury.
- * What led the officer to believe that the injury was a suspected child abuse.

Note: The DPSS Hotline can be reached through the commercial operator by asking for Zenith 2-1234.

- * Include in the narrative of the crime or injury report the address and telephone number of the DPSS Regional Office that will be conducting the field investigation of the suspected child abuse for DPSS, and the name of the DPSS employee who was informed telephonically of the investigation.

Note: Officers investigating an incident of suspected child abuse which occurred outside the City of Los Angeles shall be guided by the procedures set forth in Manual Section 4/218.51.

C. **Follow-Up Investigation Responsibilities.** The investigating officer assigned the follow-up investigation of a suspected child abuse incident shall:

- * Complete a Suspected Child Abuse Report, Department of Justice (DOJ) Form SS 8575, and mail the Form to DPSS and the DOJ within 36 hours of the reported incident.
- * Make corrections or changes, if any, on a subsequent Form SS 8575 and forward to DPSS and the DOJ.

Note: This applies to the addition or deletion of names, pertinent investigative details, or disposition of the investigation ("Unfounded" or "Unsubstantiated").

FORMS AVAILABILITY: DOJ Form SS 8575 can be requisitioned through Supply Division.

AMENDMENTS: This Order amends Sections 4/218.51, 4/218.52, 5/030.66 and 5/3.15-80 of The Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Juvenile Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

X. **BURGLARY VICTIM'S BROCHURE—ACTIVATED.**

- A. **Burglary Victim's Brochure, Form 03.17.1—Activated.** The Burglary Victim's Brochure, Form 03.17.1, is activated.
- B. **Use of Form.** The Burglary Victim's Brochure shall be used by employees to give victims of burglaries additional information concerning follow-up investigations by Area/division detectives.

FORM AVAILABILITY: The Burglary Victim Brochure is now available at Supply Division under Stock Code No. 8513748, unit of issue PK 25.

AMENDMENT: This Order adds Section 5/3.17.1 to The Department Manual.I.

AUDIT RESPONSIBILITY: Commanding officers of each operations bureau shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

XI. **RETURN TO DUTY (NON-IOD ILLNESS OR INJURY)—REVISED.** The purpose of this Order is to clarify procedures for the return to duty of Department employees from non-IOD injury or illness.

- A. **Non-IOD Injury or Illness (Sworn).** When a sworn employee returns to duty from a non-IOD injury or illness, the concerned commanding officer may require a sworn employee to report as soon as possible to Medical Services Division, Personnel Department, and obtain a Duty Certificate, Form PDAS 43.

April 25, 1983

- B. **Non-IOI Injury or Illness (Civilian).** When a civilian employee is absent because of a non-IOI injury or illness for four or more days, the employee shall present a private physician's letter indicating the fact of the illness and the necessity for the absence. The commanding officer may require a private physician's letter indicating the fact of the illness and the necessity for the absence when the absence is for three or less days.

AMENDMENTS: This Order amends Sections 3/711.70 and 3/715.70 of The Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Personnel Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

XII. GAS CHROMATOGRAPH INTOXIMETER (GCI) CHECKLISTS, FORMS 5.20 AND 5.20.5—DISTRIBUTION REVISED. This Order revises the distribution of GCI Checklists, Forms 5.20 and 5.20.5, to conform to the distribution of the related arrest report, and to ensure that the original checklist is forwarded to the concerned court.

Distribution of the GCI Checklists, Forms 5.20 and 5.20.5, is revised as follows:

A. Adult Misdemeanor Arrests

- 3 Original and two, attached to the related arrest reports forwarded to the custodial jailer (Metropolitan Area) or the Deputy City Attorney (outlying areas).
- 1 Copy to Area/division records unit attached to copy of arrest report.
- 1 Copy to Records and Identification Division attached to the original arrest report.
-
- 5 TOTAL

B. Adult Felony Arrests

- 5 Original and four, to the concerned investigative unit, attached to the related arrest reports.
- 1 Copy to Records and Identification Division attached to the original arrest report.
- 1 Copy to Area/division records unit attached to copy of arrest report.
-
- 7 TOTAL

C. Juvenile Arrests

- 2 Original and one, concerned investigative unit attached to original and copy of arrest report.
- 1 Copy to Area/division records unit attached to copy of arrest report.
-
- 3 TOTAL

AMENDMENTS: This Order amends Sections 5/5.20 and 5/5.20.5 of The Department Manual.

AUDIT RESPONSIBILITY: Traffic Coordination Section, Operations-Headquarters Bureau, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

April 25, 1983

XIII. TACTICAL MANUAL AMENDMENT. This Order informs Department employees of certain additions to the Tactical Manual.

- A. **Local Emergency Broadcast System (EBS)—General.** The Department is a participant in the recently modified Emergency Broadcast System (EBS). The EBS was established by the Emergency Preparedness Commission for the County and Cities of Los Angeles to facilitate communications with large segments of the population during or following major natural or human-caused disasters or war emergencies.

During disasters and other emergencies the dissemination of accurate and timely information and instructions to the public serves to assist the Department in its efforts to restore conditions to normal as rapidly as possible. Broadcasts may be made through the EBS to:

- * Advise the public of the nature and extent of the emergency.
- * Notify the public of areas to be evacuated, recommended evacuation routes, and the locations of evacuation centers, if any.
- * Solicit the cooperation and assistance of the public, when appropriate.
- * Apprise the public of what rescue efforts are underway or anticipated.
- * Inform the public of how and where to obtain assistance.
- * Control the spread of inaccurate information and rumors thereby reducing panic and fear.

- B. **Operation of the Emergency Broadcast System.** An emergency broadcast may be originated by the Mayor or the Chief of Police or a person designated by the Chief of Police whenever the information to be transmitted through the EBS is of concern to a *significant* segment of the population of Los Angeles County. A Sig-Alert broadcast should still be used on those occasions when only a limited area is affected by an emergency.

The Department has two EBS consoles which are located in the Emergency Operations Center (EOC), City Hall East, Sub-level P-4; and Detective Headquarters Division, Room 309, Parker Center.

- C. **Responsibility to Conduct Periodic Tests of Department EBS Equipment.** To ensure that the Department's EBS equipment will function properly during an emergency, each console shall be tested monthly. Detective Headquarters Division shall be responsible for testing the EBS console located in Detective Headquarters Division and Tactical Planning Section shall be responsible for testing the EBS console located in the Emergency Operations Center, City Hall East. A log recording the date and name of the person conducting each test shall be maintained with each EBS console. In the event the equipment is not functioning properly, notification shall be made to the Department of General Services, Communications Division, Engineering and Planning Unit, Systems Planning Section at 485-2387.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 11

May 3, 1983

SUBJECT: PRODUCT EVALUATION MANUAL

PURPOSE: The Product Evaluation Manual has been developed to ensure that all product evaluations conducted by the Department lead to the purchase of the best possible product for the intended purpose. The evaluation procedure will eliminate duplication of effort and standardize documentation and review of each evaluation. This Order implements the Product Evaluation Manual and briefly outlines its procedures.

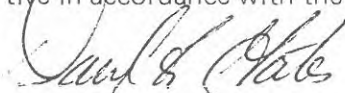
PROCEDURE:

- I. PRODUCT EVALUATION MANUAL—IMPLEMENTED.** The Product Evaluation Manual is implemented and shall be maintained and distributed by Planning and Research Division. All products under consideration by the Department shall be evaluated in accordance with its guidelines.
- II. PRODUCT EVALUATION RESPONSIBILITIES.** Planning and Research Division shall be responsible for coordinating, monitoring, and assigning product evaluations to the following commands:
 - * Training Division for lethal weapons, non-lethal control devices, protective equipment, and related products.
 - * Motor Transport Division for vehicles and related products.
 - * Specialized divisions for products which are to be used specifically in their specialized assignment.
 - * Planning and Research Division for all other products.
- III. PRODUCT EVALUATION REQUESTS.** All requests, approved or disapproved, for product evaluation shall be forwarded to Planning and Research Division. When the request is originated by a Department employee, the employee shall submit an Employee's Report, Form 15.7, to his commanding officer containing the following information:
 - * Available preliminary data on the product;
 - * A description of the need for the product; and,
 - * Any history of contact by a Department employee, on or off duty, with the product, its manufacturer, or its distributor.

Upon receipt of the request, the employee's commanding officer shall review the request and forward it through channels along with an Intradepartmental Correspondence, Form 15.2, to Planning and Research Division. The Form 15.2 shall contain any additional information known to the commanding officer and the commanding officer's opinion, if any, as to the desirability of the product.
- IV. EVALUATION PROCESS.** Upon receipt of a request, Planning and Research Division shall forward the request to the appropriate command for evaluation. Should that review disclose a need for more extensive evaluation, Planning and Research Division shall coordinate the further evaluation.
- V. REVIEW AUTHORITY.** The Director, Office of Administrative Services, shall have review authority for all product evaluations.

AMENDMENTS: This Order adds Section 3/270 and amends Sections 2/307.01, 2/440.10, 2/440.15, 2/530.10, 2/660.03, and 2/660.23 of The Department Manual.

AUDIT RESPONSIBILITY. Each Bureau commanding officer shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 12

MAY 9, 1983

SUBJECT: IMMEDIATE CASH BAIL-OUT-REVISED

PURPOSE: Special Order No. 37 of 1981 required that whenever any person is taken into custody for *four or fewer* outstanding misdemeanor traffic warrants for failure to appear on a citation for a parking or traffic infraction, that person shall be provided the opportunity to immediately post bail. Senate Bill 1707, effective January 1, 1983, requires that additional considerations be given to these arrestees.

PROCEDURE:

If the arrestee does not have sufficient cash in his/her possession to post bail, the arrestee has the right to make at least three *completed* telephone calls in order to obtain sufficient cash bail-out.

Note: Local telephone calls shall be made at City expense utilizing the Centrex System. Long distance calls shall be made collect by utilizing City Hall Operators and following their directions.

AMENDMENT: This Order amends Section 4/682.15 of The Department Manual.

AUDIT RESPONSIBILITY: Commanding officers of each operations bureau shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 13

MAY 13, 1983

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions in The Department Manual.

PROCEDURE:

- I. **AIRCRAFT INVOLVED IN ACCIDENT—REVISED.** This Order activates the Department Aircraft Mishap Investigation Team and revises the investigative responsibility and procedures for reporting aircraft accidents and violations of aircraft regulations.

- A. **Aircraft mishap Investigation Team—Activated.** The Aircraft Mishap Investigation Team (AMIT), Air Support Division, is activated. The AMIT is responsible for investigating accidents involving *Department* aircraft and is available to provide investigative expertise, upon request, to other City departments.

Note: The National Transportation Safety Board (NTSB) and the Federal Aviation Administration (FAA) have the statutory responsibility for investigating all civil aviation accidents.

Upon notification of a Department aircraft accident, the AMIT shall:

- * Respond to the scene and conduct an investigation to determine the causes and factors contributing to the accident; and,
- * Prepare a report of the investigation together with any other required reports for death, injury, or City property damaged, which shall be forwarded through channels to the Chief of Police.

- B. **Officer's Responsibility at the Scene of an Aircraft Accident.** Officers directed to an aircraft accident within the City shall protect the scene until relieved by the appropriate entity responsible for investigating the aircraft accident.

Note: The commanding officer of the Area of occurrence has the ultimate responsibility for securing the aircraft accident scene (Tactical Manual Section A/201.01).

When Department aircraft are not involved, officers assigned to the accident scene shall complete required reports for death, injury, or City property damaged. The completion of a Traffic Accident Report, Form 4.01, is no longer required on aircraft accidents.

Note: The collision between conveyances and an aircraft crashing onto a highway is not classified as a traffic accident. However, once an accident has stabilized, any subsequent collision of a conveyance into the wreckage would constitute a traffic accident and a Traffic Accident Report would be required.

Damaged City property (other than aircraft) and the pilot, if possible, shall be identified in the appropriate death or injury reports, or in an Employee's Report, Form 15.7.

One copy of the Department report detailing City property involved (CPI) shall be forwarded to the "City Attorney-Civil Liability Section".

- C. **Follow-Up Responsibility—Revised.** The follow-up responsibility for death and injury reports completed incidental to an aircraft accident, not involving Department aircraft, is transferred from the Traffic Division Accident Investigation Follow-Up Units (AIFU) to the concerned geographic Area detectives.
- D. **Violations of Aircraft Laws—Reporting.** An officer who observes the reckless or unsafe operation of an aircraft shall complete an Employee's Report, Form 15.7, to be approved and forwarded to the responsible FAA General Aviation District Office.

DISTRIBUTION "A"

MAY 13, 1983

Whenever possible, the report should contain the information required in Manual Section 4/354.60.

When an officer observes an aircraft involved in a situation which could cause an immediate danger to the public, the officer should notify the nearest air unit or Air Support Division.

Private citizens who want to report the reckless operation of an aircraft shall be referred to the FAA General Aviation District Office.

AMENDMENTS: This Order adds Sections 4/206.05, 4/206.10, 4/206.15; amends Sections 2/620.41, 2/1033.03, 2/1115.03, 2/1115.05, 2/1125.03, 4/354.60, 4/405.10, 4/415.05, 4/415.10, and deletes Sections 4/354.62, 4/354.64, 4/354.67, 4/450.05, 4/450.10, 4/450.15 and 4/450.20 of The Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Operations-Headquarters Bureau, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

II. JUMPSUITS. The Uniform Committee has approved jumpsuits as an optional equipment item to be worn when certain circumstances exist. This Order authorizes the wearing of the jumpsuit and establishes guidelines for its use.

A. **Jumpsuit Requirements.** The approved jumpsuit is a navy blue, two-piece field uniform, consisting of a jacket and matching pants. Specifications for the jumpsuit are described in Section I-131 of the Uniform and Personal Equipment Specifications Manual.

B. **Jumpsuits—Authorized Use.** Jumpsuits are authorized for optional use by on-duty personnel assigned to the following details:

- * B-Wagon
- * Search Dog Detail
- * Bomb Squad
- * Diving Team

All other sworn personnel may purchase jumpsuits as optional equipment, but may wear them *only* under the following conditions:

- * During an unusual occurrence, with the approval of the field commander, or
- * During a search or vehicle inspection, which may result in soiled or damaged uniforms or clothing, with the approval of a supervisor.

Note: Jumpsuits shall be removed and employees shall return to the standard uniform or working attire immediately upon the termination of the unusual occurrence or incident that required the jumpsuit. Jumpsuits are prohibited for wear during off-duty employment.

AMENDMENTS: This Order adds Section 3/621 and amends Sections 3/619 and 3/620 of The Department Manual.

AUDIT RESPONSIBILITY: The commanding officers of each bureau shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

III. WEARING OF DEPARTMENT UNIFORMS OFF-DUTY. This Order restricts the wearing of Department approved uniforms while off-duty.

A. **Employee's Responsibility.** Department personnel shall not wear a Department approved uniform, while off-duty, without obtaining prior approval from their commanding officer to represent the Department in the activity for which the uniform is being worn.

DISTRIBUTION "A"

MAY 13, 1983

Requests shall be made by submitting an Employee's Report, Form 15.7, to their commanding officer.

- B. **Commanding Officer's Responsibility.** Commanding officers shall review the circumstances of the request and, if the representation of the Department that is signified by the wearing of the uniform is determined to be in the best interest of the Department, approve the request.

Note: Personnel may wear their uniforms off-duty when commuting directly to and from work and at off-duty functions for which wearing of the uniform has been authorized by the Chief of Police. This Order does not affect procedures established for the wearing of the uniform in off-duty employment in conjunction with a valid work permit.

AMENDMENT: This Order adds Section 3/606.15 to The Department Manual.

AUDIT RESPONSIBILITY: Commanding officers of each bureau shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

IV. **JUVENILE DETENTION/PLACEMENT PROCEDURES—REVISED.** A review of juvenile procedures has made it necessary to revise the Department's juvenile detention and placement procedures.

- A. **Juvenile Detention Approval.** Effective immediately, when the Area Juvenile Coordinator or the coordinator's immediate supervisor is not available, detention approval shall be obtained from the concerned Area uniformed watch commander. Headquarters Section, Detective-Headquarters Division, will no longer provide juvenile detention approval.

Note: The concerned Area uniformed watch commander shall ensure that Detective-Headquarters Division is notified of any juvenile detention approval.

- B. **Detention Locations.** Headquarters Section, Detective-Headquarters Division, shall be responsible for the arrangement of placement facilities for *all* detained juveniles.

AMENDMENTS: This Order amends Sections 2/1042.21 and 4/218.65 of The Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Juvenile Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

V. **WARRANT SERVICE INFORMATION, FORM 8.17, DISTRIBUTION—REVISED.** This Order amends the distribution of Warrant Service Information, Form 8.17, to reflect current procedures of the Warrant Service Unit, Records and Identification Division, and current due diligence responsibilities of juvenile investigators.

- A. **Warrant Service Information Distribution—Adults.** Records and Identification Division is responsible for distribution of the Warrant Service Information on adults as follows:

- * White copy, Original - retained by Records and Identification Division, Automated Want/Warrants Unit.
- * Pink and green copies - Records and Identification Division, Warrant Services Unit.

- B. **Warrant Services Information Distribution—Juveniles.** Juvenile Division is responsible for the distribution of the Warrant Service Information on juveniles as follows:

- * Pink and green copies when investigating officer is indicated - Area Juvenile Coordinator, or specialized division due diligence officer.
- * Pink and green copies when investigating officer is not indicated - Juvenile Coordinator, geographic Area where juvenile resides.

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Note: On juveniles, the white copy (original) is retained by the Los Angeles County Sheriff's Department, Warrant Unit.

- C. **Disposition of Warrant Service Information.** When a juvenile warrant is served, the Area Juvenile Coordinator or specialized division due diligence officer shall retain both the pink and green copies of the Warrant Service Information forms in Area/division due diligence files. If unserved *within 60 days of receipt* the Area Juvenile Coordinator or specialized division due diligence officer shall indicate the reason for non-service on the forms and mail both copies to:

Los Angeles County Sheriff's Department
Warrant Unit
Hall of Justice, Room 304
211 West Temple Street
Los Angeles, California 90012

AMENDMENT: This Order amends Section 5/8.17 of The Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officers of Juvenile Division and Records and Identification Division shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

- VI. **ADMINISTRATION OF DISCIPLINE FOR TRAFFIC ACCIDENTS INVOLVING DEPARTMENT VEHICLES—REVISED.** This Order provides commanding officers with additional responsibility and authority in the adjudication of employee-involved traffic accidents. Additionally, it reduces the time expended on adjudication by deactivating the Fleet Safety Review Board and revising the procedures for the administration of discipline concerning employees involved in traffic accidents with Department vehicles.

- A. **Fleet Safety Review Board—Deactivated.** The Fleet Safety Review Board is deactivated.
- B. **Personnel and Fleet Safety Review Board Report, Form 1.13—Revised.** The Personnel and Fleet Safety Review Board Report, Form 1.13, is revised and redesignated the Fleet Safety Report, Form 1.13.

Distribution. The Fleet Safety Report, Form 1.13, is initiated by the Fleet Safety Coordinator and forwarded to the concerned commanding officer. After disposition of the traffic accident the form shall be distributed as follows:

Non-Preventable Traffic Accidents

1 - Original, Fleet Safety Coordinator.

Preventable Traffic Accidents

1 - Original, Fleet Safety Coordinator.
1 - Concerned Employee's Personnel File.
—
2 - TOTAL.

- C. **Fleet Safety Coordinator—Transfer of Functions.** The coordination of the fleet safety functions is transferred from Personnel and Training Bureau to Traffic Coordination Section, Operations-Headquarters Bureau. Traffic Coordination Section shall be responsible for:
- * Originating a Fleet Safety Report, Form 1.13, when an employee-involved traffic accident occurs and forwarding the report to the employee's commanding officer.
 - * Conducting studies of on-duty employee-involved traffic accidents.
 - * Publication and distribution of Fleet Safety Reports.
 - * Maintaining employee traffic accident records.

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D. **Fleet Safety Program—Responsibilities.** Bureau/Area/division commanding officers are responsible for fleet safety and shall be responsible for establishing a Fleet Safety Program which provides for:

- * A reduction in traffic accidents;
- * A systematic and timely review of employee involved traffic accidents; and,
- * The training of those employees with deficient driving skills.

E. **Department Traffic Coordinator—Responsibilities.** The Department Traffic Coordinator, Operations-Headquarters Bureau, shall:

- * Coordinate the review of the Department's Fleet Safety Program to assure equitable classifications and disciplinary actions;
- * Periodically report these findings to bureau commanding officers; and,
- * Provide Personnel and Training Bureau with information that will facilitate driver training needs.

F. **Administration of Discipline—Traffic Accidents Involving Department Vehicles.** Upon receipt of a Fleet Safety Report, Form 1.13, the concerned employee's commanding officer shall review the circumstances of the traffic accident and complete the "Classification" section of the form. When the traffic accident is classified as preventable and the penalty is not to exceed the relinquishment of four regular days off, the commanding officer shall:

- * Complete the "Corrective Action Imposed or Recommended" section of the Form 1.13;
- * Forward the Form 1.13 and a copy of all related reports to the concerned bureau commanding officer.

Upon approval by the bureau commanding officer, the reports shall be returned to the concerned commanding officer, who shall:

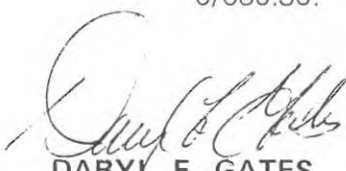
- * Cause the employee to review and sign the "Acceptance of Corrective Action" section of the Form 1.13.
- * Administer the penalty.

Note: When the penalty is the voluntary relinquishment of days off, an officer shall not be granted accrued time off, except in unusual circumstances, during the deployment period the penalty is administered.

When the recommended penalty is in excess of the relinquishment of four days off or if the employee does not choose to accept the penalty voluntarily, the employee's commanding officer shall forward the Form 1.13 and a completed Personnel Complaint, Form 1.81, to the bureau commanding officer. After review the bureau commanding officer shall forward the reports to Internal Affairs Division to be processed in accordance with established disciplinary procedures.

AMENDMENTS: This Order adds Sections 2/1009 and 2/205; amends Sections 2/510.03, 2/1036.10, 3/830.31, 5/1.13-80, 5/1.13.1-01, 5/1.13.3-80, and 5/1.13.8-80; and deletes Section 2/092.40 of The Department Manual.

AUDIT RESPONSIBILITY: Each bureau commanding officer shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 14

MAY 13, 1983

SUBJECT: REORGANIZATION OF THE OFFICE OF THE CHIEF OF POLICE

PURPOSE: This Order reorganizes the Office of the Chief of Police; activates the position of Chief of Staff and the Administrative Section, Office of the Chief of Police; and deactivates the position of Administrative Commander, Office of the Chief of Police.

PROCEDURE:

- I. **ADMINISTRATIVE COMMANDER—DEACTIVATED.** The position of Administrative Commander, Office of the Chief of Police, is deactivated.
- II. **CHIEF OF STAFF—ACTIVATED.** The position of Chief of Staff, Office of the Chief of Police, is activated. The Chief of Staff, under the direction of the Chief of Police, performs and coordinates special administrative audits and investigations; coordinates Department boards of inquiry and ad hoc committees convened by the Chief of Police; maintains a permanent file of all correspondence and reports concerning Department boards of inquiry and ad hoc committees convened by the Chief of Police; and exercises line command over the operations of the Administrative Section, Inspection and Control Section, and Liaison Section.
- III. **ADMINISTRATIVE SECTION—ACTIVATED.** The Administrative Section, Office of the Chief of Police, is activated. The Section is composed of:
 - * Adjutant to the Chief of Police; and,
 - * Executive Officer.
- IV. **LIAISON SECTION—REORGANIZED.** The Liaison Section, Office of the Chief of Police, shall be composed of the Council/Legislative Liaison, Judicial Liaison, and Female Officer's Coordinator, Office of the Chief of Police.

Note: The Women's Coordinator, Office of the Chief of Police, has been retitled the Female Officer's Coordinator, Office of the Chief of Police. The responsibilities of the Female Officer's Coordinator remain unchanged.

- A. **Council/Legislative Liaison—Functions.** The Council/Legislative Liaison shall be responsible for the following:
 - * Coordinating the analysis of State legislative bills which could affect the Department.
 - * Providing information, upon request, regarding the status of proposed legislation.
 - * Providing information and assistance to officials in the State Legislature, upon request.
 - * Assisting in the development and finalizing of Department-initiated legislative proposals.
 - * Developing and maintaining liaison between the Chief of Police and members of the City Council and their staffs.
 - * Coordinating the appearance of persons representing the Department before Council committees and the full Council on matters directly related to the Department.

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- * Maintaining liaison with the Office of the Chief, Legislative Analyst of the City regarding opinions provided by the State Fair Political Practices Commission.
 - * Reviewing notifications by Department employees to determine if their activities are reportable under the provisions of the Political Reform Act of 1974.
 - * Submitting a report to the City's Chief Legislative Analyst by the tenth of each month, as required by the City Council, outlining reportable activities and communications by Department employees during the preceding month.
- B. **Judicial Liaison—Functions.** The Judicial Liaison shall be responsible for the following:
- * Developing methods for improving relations with the judiciary and law-makers.
 - * Representing the Chief of Police on various bench and bar association committees.
 - * Maintaining liaison between the Department and the judiciary by consulting with judges of the Municipal, Superior, and Appellate Courts to enhance police-court relationships.

AMENDMENT: This Order amends Chapter 2/200 of The Department Manual.



DARYL F. GATES
Chief of Police

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 15

MAY 23, 1983

SUBJECT: ARREST AND TRAFFIC PROCEDURES—REVISED

PURPOSE: This Order informs Department employees of certain additions, deletions and revisions in the Department Manual pertaining to traffic enforcement investigative procedures.

PROCEDURE:

- I. **ARREST OF POSTAL EMPLOYEES.** When a postal employee driving a vehicle carrying mail is detained for a misdemeanor offense, not involving the element of intoxication, officers, in lieu of making a physical arrest, shall:

- * Complete a misdemeanor traffic citation; or,
- * Complete the appropriate misdemeanor crime report.

- II. **BLOOD TEST.** When an arrestee is in custody for a traffic related felony and the level of intoxication would be an essential element in the alleged violation, a blood sample may be requested.

Reasonable Force. Only reasonable force may be used to remove blood should the arrestee demonstrate an unwillingness to cooperate.

Hospital Employee Refusal. If a hospital employee refuses to withdraw a blood sample and the arrestee declines the remaining tests, the arrestee may be transported to the Jail Division Dispensary to obtain the blood sample.

- III. **ARREST OF PHYSICIAN EN ROUTE TO TREAT AN EMERGENCY CASE.** A physician travelling in response to an emergency shall be exempt from the provisions of Vehicle Code Sections 22351 (Speed Law Violations) and 22352 (Prima Facie Speed Limits), if the vehicle so used by the physician displays an insignia approved by the Department of Motor Vehicles indicating that the vehicle is owned by a licensed physician (21058 CVC).

Note: The caduceus, symbol of the American Medical Association, is the approved insignia.



- IV. **CLASS I TRAFFIC ACCIDENT INVESTIGATION CRITERIA.** A Class I traffic accident investigation shall be conducted in cases of contact ADW with a vehicle or, when a traffic accident involved one or more of the following:

- * Death
- * "A" injury
- * Traffic felony
- * Unbooked DUI driver
- * All CPI vehicles and/or a possibility of City liability
- * H&R misdemeanor with follow-up possibility (complete H&R vehicle license number or distinctive vehicle description, i.e., business name)
- * Complex circumstances which cannot be adequately reported with a Class II investigation.

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V. WITNESSING OFFICER ASSIGNED A TRAFFIC ACCIDENT. When officers who have witnessed a reportable traffic accident (4/415.05) are assigned the investigation, they shall:

- * Complete the investigation and reports; and,
- * List themselves as witnesses and include their statements in the Traffic Accident Report, Form 4.1; and,
- * Use the Traffic Accident Report to request prosecution for all violations witnessed by them or disclosed by the investigation.

Exception: A witnessing officer shall complete a Traffic Accident Report (Supplement), Form 4.5, when the accident involves a Department employee or vehicle (direct or by influence).

Note: Officers witnessing a non-reportable traffic accident involving a vehicle code violation may issue a traffic citation or take other appropriate enforcement action.

VI. DANGEROUS SUBSTANCES INVOLVED IN TRAFFIC ACCIDENT. Officers requesting assistance from the Fire Department at the scene of a traffic accident involving dangerous substances shall provide the following:

- * Type of substance, i.e., flammable, toxic, chemical, etc; and,
- * Complete chemical name of the substance; and,
- * Whether the substance is spilled or leaking.

Note: Caution must be exercised in the use of flares to protect the accident scene. Officers shall evaluate the circumstances to ensure that flares do not inadvertently act as a source of ignition.

VII. DEPARTMENT MOUNTED UNIT INVOLVED IN TRAFFIC ACCIDENT. Horses being used as part of the Department's Mounted Unit shall be considered a CPI traffic accident when:

- * The horse is being ridden by an on-duty officer and its motion causes injury or property damage; or,
- * The horse is being transported to or from the boarding location and the location where the horse is to be used for City business when it causes or sustains damage or injury.

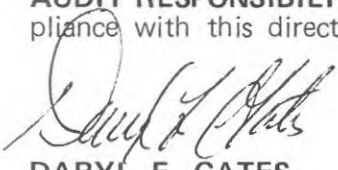
Note: If the horse is being used in a tactical situation, e.g., crowd control, and it caused injury, only an Injury Report, Form 3.15, is required. A deliberate act, i.e. thrown rock resulting in movement of a horse which causes injury or damage, is not a traffic accident. The appropriate crime report shall be completed.

VIII. NOTIFICATION TO SCIENTIFIC INVESTIGATION DIVISION. An officer investigating a fatal traffic accident where at-scene photographs would not be adequate for identification shall:

- * Telephonically notify the Photographic Section, Scientific Investigation Division (SID), and request photographs be taken of the victim at the County Coroner's Office or the applicable mortuary. When SID is closed, this notification shall be made to Detective Headquarters Division.
- * Include in the notification the victim's name, the date and time of the accident, the DR number, and the location of the body.
- * Record in the Traffic Accident Report, Form 4.1, the name of the person notified.

AMENDMENTS: This Order adds Section 4/430.38; amends Sections 4/216.60, 4/343.40, 4/344.50, 4/420.30, 4/430.10, 4/435.08; and deletes Section 4/344.10 of The Department Manual.

AUDIT RESPONSIBILITY: Each concerned Operations Bureau Commanding Officer shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 16

JUNE 8, 1983

SUBJECT: PRELIMINARY INVESTIGATION REPORT—REVISED

PURPOSE: The Department continually reviews the use of its resources in order to provide the most effective level of police service to the citizens of Los Angeles. Adherence to principles of fiscal conservatism makes it necessary to reduce report-writing time and limit follow-up investigations when arrest of the suspect or recovery of property is unlikely. For these reasons, the Preliminary Investigation Report (PIR), Form 3.1, has been revised to allow for "Short-Form" reporting and to provide an immediate copy for the person reporting the incident.

Pacific Area has completed a field test of the revised PIR. Results of this test indicate that the report saves time for field officers and is a betterment of service to the public.

PROCEDURE:

- I. **PRELIMINARY INVESTIGATION REPORT—REVISED.** The Preliminary Investigation Report (PIR), Form 3.1, is revised to include a section titled "Preliminary Case Screening" and includes a carbonless copy for the person reporting.
- II. **COMPLETION OF THE PRELIMINARY INVESTIGATION REPORT "SHORT-FORM".** When *all* six boxes of the Preliminary Case Screening Section of the PIR are checked, the report is considered a "Short-Form". The Short-Form PIR consists of completing all applicable items down through the signature of the person reporting, and, in certain instances, describing property in the narrative.

A Short-Form PIR may be taken when all of the following conditions exist:

- * Suspect/vehicle was not seen;
- * Prints or other evidence were not present;
- * MO was not distinct;
- * Property lost was less than \$5000.00;
- * There was no serious injury to the victim; and,
- * There was only one victim involved.

If any of the above conditions are absent, the PIR shall be completed in its entirety.

- III. **COMPLETION OF THE PRELIMINARY INVESTIGATION REPORT—PERSON REPORTING'S COPY.** The person reporting (other than telephonically) shall be provided with the copy of the PIR, regardless of whether the report is a Short-Form or completed in its entirety. This eliminates the requirement to provide a Victim's Report Memo, Form 3.17, to the person reporting (PR).

The employee completing a PIR shall enter the concerned detective's phone number in the space provided on the PR's copy. Additionally, if the PR's copy is a complete copy of the report, the reporting employee shall indicate this by checking the box below the PR's signature on the PR's copy.

- IV. **USE OF FORM.** The use of the Preliminary Investigation Report and DR number requirements are unchanged.

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FORMS AVAILABILITY: The revised PIR is available at Supply Division. Revised forms should be ordered without delay. Upon their receipt, present PIRs should be returned to Supply Division, bundled and marked "obsolete-destroy".

AMENDMENTS: This Order adds Sections 4/203.22, 5/3.1-11 and 5/3.1-14; and amends Sections 5/3.1-12 and 5/3.17-01 of The Department Manual.

AUDIT RESPONSIBILITY: Commanding officers of each geographic bureau shall monitor compliance with this directive in accordance with provisions of Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

**SUPPLEMENTAL FACT SHEET
PRELIMINARY INVESTIGATION REPORT—REVISED**

REVISED FORMAT

The revised Preliminary Investigation Report (PIR), Form 3.1, is nothing more than a rearrangement of the previous PIR so that items required on a "Short-Form" Report are at the top. This eliminates a repetitious narrative and itemization of lost unidentifiable property. A copy is also provided for the person reporting. This reduces the number of telephone calls to detectives and records personnel.

PRELIMINARY INVESTIGATION

Implementation of the Short-Form PIR does not diminish the need for a thorough preliminary investigation. When that investigation results in all of the checkboxes under "Preliminary Case Screening" being checked, a detective will possibly not follow up on it. Therefore, a thorough preliminary investigation is as important as ever, if not more important, since it may be the only investigation conducted.

COMPLETION INSTRUCTIONS

Location of Occurrence. If the location of occurrence is the same as that listed in the victim's residence or business address, simply check the appropriate box. Always enter the Reporting District Number (RD) in the space provided.

Type of Property Stolen/Lost/Damaged. Enter the general type property in this space. On a Short-Form Report this is sometimes the only description given. (See paragraph on "Description of Property".) If a Victim's Supplemental Property Loss Report, Form 3.4, is provided to the victim, check the "3.4 Given" box within this space.

Premises. Enter the specific type of premises on all type crimes whether the report is Long or Short Form. If a residence, also state the type residence; e.g., residence-single family. If a hotel burglary, also state the name of the hotel; e.g. hotel (Biltmore).

Entry. Complete this section, including Point of Entry, etc., on burglary/BFV investigations only.

Victim's Vehicle. Enter this information if the report is a T/BFV/Vandalism to vehicle only.

MO. On a Short-Form Report, the MO is the only narrative required. Briefly describe the suspect's actions and clarify any other information as necessary.

Short-Form Report. The key to whether Short-Form reporting applies is in the "Preliminary Case Screening" Section of the PIR. If all of those boxes are checked, the report is a "Short-Form". The Short-Form Report consists of completing all applicable items down through the Person Reporting's signature and, if necessary, a description of stolen/lost property in the narrative space. If any of these boxes are not checked, the report shall be considered a Long-Form and shall be completed in its entirety.

Description of Property. *The chances of recovering missing property* (through routine field contact with suspects, pawnshop checks, inter-Department teletypes, etc.) *are significantly improved if it is reported promptly and described fully.* To reduce paperwork, a Short-Form Report does not require that common type property be itemized in the narrative. This would include such items as miscellaneous small hand-tools, camping equipment, costume jewelry, plants, used clothing, etc. But if the missing items include anything that might be pawned or recognized later, *all* the items should then be itemized and described under the columns provided in the narrative. This would include jewelry, watches, cameras, televisions, stereos, firearms, etc. This report would still qualify as a Short-Form (no narrative) as long as the factors under Preliminary Case Screening were all checked.

COPY TO PERSON REPORTING

Whether the report is a Long or Short-Form, a copy should be provided to the person reporting. If it is a complete report (i.e., if the report is a Short-Form without an itemization of Property in the narrative), check the box under the PR's signature on the PR's copy. Also on that copy, enter the concerned detective's phone number in the space provided. If the PR speaks only Spanish, enter the detective's phone number on the reverse side of the PR's copy.

Note: If information is to be entered on the bottom portion of the PIR (suspect, witnesses, narrative), fold back PR's copy so that carbonless printing will not interfere with preprinted victim instructions.

Victim's Supplemental Property Loss Report. If there is a possibility that additional property loss may be reported later, a Victim's Supplemental Property Loss Report, Form 3.4, should also be provided to the PR. Again it should be stressed that *prompt reporting to the detectives significantly enhances chances of recovery of missing property.* Therefore, if it is a matter of the PR looking up a serial number or getting a picture of jewelry from another room, these descriptions should be included with the original report.

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 17

JUNE 24, 1983

SUBJECT: DOMESTIC VIOLENCE TEMPORARY RESTRAINING ORDERS—REVISED

PURPOSE: This Order revises Department procedures for enforcement of Temporary Restraining Orders (TRO), issued pursuant to the Domestic Violence Prevention Act, to ensure equal enforcement towards all parties involved. This Order also activates the Control Log, Domestic Violence Temporary Restraining Orders, Form 15.40.

PROCEDURE:

I. DOMESTIC VIOLENCE TEMPORARY RESTRAINING ORDER CONTROL LOG, FORM 15.40—ACTIVATED. This Form is used by the Mail Unit, Records and Identification Division, and geographic Area subpoena control and desk officers to record the receipt of Temporary Restraining Orders issued pursuant to the Domestic Violence Prevention Act. This form shall also be used to record any enforcement action taken by the Department pursuant to a TRO. The form shall be compiled in a three (3) ring, loose leaf binder maintained in a location accessible to concerned personnel.

II. DISTRIBUTION AND CONTROL OF TROS.

A. Distribution of TROs. The Mail Unit, Records and Identification Division (R&I), upon receiving TROs from the issuing court clerks, shall forward them to the concerned geographic Area.

Exception: The Mail Unit shall retain all TROs when the complainant's address and the concerned Area cannot be determined.

B. Control of TROs. Area Subpoena Control Officers, upon receipt of a TRO, and the Mail Unit, R&I, when retaining an unforwardable TRO, shall:

- * Obtain a miscellaneous DR number and record that number on the upper right corner of all pages of the TRO;
- * Maintain a Control Log, Form 15.40, of valid TROs on file;
- * Establish a file of those TROs in a location accessible to uniformed desk personnel; and,
- * Periodically purge expired TROs from the active file.

Note: TROs shall be retained by the respective Area or Mail Unit, R&I, for *two* years beyond the date of expiration.

III. OFFICER'S RESPONSIBILITIES AT THE SCENE OF A DOMESTIC DISTURBANCE.

A. Complainant in Possession of TRO. When officers are presented with a TRO in the field, they shall verify that:

- * The TRO has been certified by the issuing court;

Note: A certified copy of a TRO will bear an ink stamp signed by the deputy clerk of the concerned court indicating that the document is a correct and certified copy of the original on file with that court.

- * The TRO has not expired;
- * Proof of Service was properly served upon the restrained party; and,
- * A copy of the TRO is on file with the Department.

B. When the Department Does Not Have a Copy of the TRO. When officers discover that this Department does not possess a TRO which was presented in the field, they shall determine whether the complainant has an extra copy of the TRO. If so, officers shall request one and deliver it to the Area uniformed desk.

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Note: The desk shall be responsible for obtaining a DR number and completing the entries on the Control Log.

Should no additional copy be available, and photocopying is impractical, officers shall promptly notify the Area desk and provide the following information:

- * Name of the complainant;
- * Address restrained from (if indicated);
- * Date of issuance;
- * Date of expiration; and,
- * Court case number.

Desk personnel receiving the above information shall record the information in the Domestic Violence Temporary Restraining Order Control Log.

When unable to obtain a copy of the TRO, officers shall request the complainant to deliver a copy to the Area desk (or provide one to be photocopied) as soon as possible.

Note: No enforcement action may be taken as a result of the information contained on the Control Log. The Control Log is to assist officers in locating the TRO in the Department. If an officer cannot locate the TRO and the complainant does not have a copy of the TRO, no enforcement action may be initiated by officers pursuant to 273.6 P.C. (Willful and knowing violations of orders to domestic violence). If the complainant insists upon making a citizens arrest, officers shall be guided by Sections 4/216.31, 4/216.32, 4/216.33, and 4/216.34 of The Department Manual.

- C. **Proof of Service.** When Proof of Service is *not* attached to an otherwise valid TRO presented to officers in the field, the officers shall contact the Area desk to determine whether Proof of Service was accomplished by other officers of this Department. If prior Proof of Service cannot be established, officers shall advise the restrained party that a valid TRO is in effect and state its conditions to the restrained party. If the complainant has an extra copy of the TRO, officers shall give it to the restrained party.

Officers shall complete the Proof of Service form when:

- * The complainant is in possession of an incomplete Proof of Service; and,
- * The officers advised the restrained party of the conditions of the TRO.

- D. **Complainant Not in Possession of a TRO.** Officers, at the scene of a dispute where a valid TRO is alleged and the complaining person does not possess a copy of the TRO, shall attempt to telephonically verify the existence of the TRO through the Area desk and Automated DR Issuance System (ADRS) inquiry.

Note: If an officer cannot locate the TRO, no enforcement action may be initiated by officers pursuant to 273.6 P.C.

- E. **Failure to Comply.** When, after notification of the conditions of the TRO, the restrained party fails to comply, officers shall:

- * Arrest the restrained party; and,
- * Book for 273.6 P.C. (Willful and knowing violation of orders relating to domestic violence).

Note: All the provisions listed on a TRO, issued pursuant to the Domestic Violence Prevention Act, are enforceable under 273.6 P.C.

If a violation of the TRO did *not* occur in the presence of the officers and Proof of Service *can* be established, officers shall:

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- * Proceed with a private person's arrest for 273.6 P.C.; or,
- * Complete a Preliminary Investigation Report, Form 3.1, entitled "Contempt of Court" if the suspect left the scene prior to the officers arrival.

The narrative section of related crime and arrest reports shall contain the following information:

- * Court case number;
- * Expiration date;
- * Manner Proof of Service was accomplished and by whom; and,
- * Verbatim listing of the conditions of the TRO.

Note: The DR number obtained upon initial receipt and filing of a TRO shall not be assigned to a crime/arrest report completed pursuant to an enforcement action--a new DR number shall be obtained.

- F. **Notifications.** Officers, as soon as practical, shall notify the Area desk (or Mail Unit, Records and Identification, when applicable) maintaining the TRO of what enforcement action was taken, i.e., field interview, crime report, physical arrest. Department employees receiving the notification shall attach a brief narrative summary to the file copy of the TRO. The summary should also include:

- * DR/Booking numbers;
- * Date and time of the incident;
- * Name, serial number and unit designation of the responding officers; and,
- * Initials and serial number of the employee recording the information.

When Proof of Service was effected in the field, the officers should include the following information in their notification:

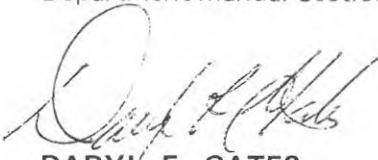
- * Name of the restrained party;
- * Manner Proof of Service was accomplished;
- * Date and time served; and,
- * Name, serial number and unit designation of the officer accomplishing service.

Desk officers receiving notification of a TRO *not* on file with this Department shall record the information on the Control Log, Form 15.40. The initials and serial number of the officer completing the log shall be included under "additional". Proof of Service and enforcement actions taken pursuant to the TROs shall also be recorded on the log until a file copy of the TRO can be obtained.

- IV. **FORMS AVAILABILITY:** A copy of the Control Log, Domestic Violence Temporary Restraining Orders, Form 15.40, is provided with this Order and shall be photocopied as needed until it becomes available through Supply Division.

AMENDMENTS: This Order adds Section 5/15.40 and amends Sections 2/620.51, 3/210.10, 4/216.03, and 4/216.06 of The Department Manual.

AUDIT RESPONSIBILITY: The Department Domestic Violence Coordinator, Operations-Headquarters Bureau, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

**SUPPLEMENTAL FACT SHEET
DOMESTIC VIOLENCE TEMPORARY RESTRAINING ORDER**

The 1980 Domestic Violence Prevention Act provides for the following:

- * Permits family/household members to petition for a Temporary Restraining Order (TRO) to prevent domestic violence;
- * Permits the court to restrain any party from abusing, threatening or other similar acts toward specifically named family/household members;
- * Requires that a file be maintained of all TROs delivered to the Department; and,
- * Requires that peace officers enforce the provisions set forth in the TRO, pursuant to 273.6 P.C. This includes arresting persons who violate the provisions of a TRO; receiving into custody, a person arrested by a citizen for violating the provisions of a TRO; and taking crime reports for violation of the provisions of a TRO.

Only TROs issued pursuant to the Domestic Violence Prevention Act need be included in the established file. According to the statute, all such TROs must state in substantially the following form - "Notice: These Orders shall be enforced by all law enforcement officers in the State of California."

Note: Effective January 1, 1983, if no date of expiration appears on the TRO, it should be considered valid for one (1) year from the date of issue.

By entering pertinent information regarding the TRO into the Automated DR Issuance System, (ADRS), the ADRS then becomes an automated directory of the TROs and the locations where the TROs are on file within the Department. Officers may then query ADRS when presented with a TRO that is not on file in their geographic Area, and determine where the TRO is on file.

Example No. 1 - A resident of North Hollywood obtains a Temporary Restraining Order against her common-law spouse. The TRO is delivered to the Mail Unit, Records and Identification Division, and forwarded to North Hollywood Field Services Division where it is logged, a DR number obtained and the TRO is filed. The restrained party subsequently confronts the woman in West Los Angeles Area (WLA). WLA officers respond but the woman does not have a copy of the TRO in her possession. Officers check WLA desk but the TRO is not on file there. The desk officer then queries ADRS which indicates that a TRO, under the complainant's name, is on file at North Hollywood. Officers contact North Hollywood and determine the conditions of the TRO.

WLA officers subsequently notify North Hollywood desk of the enforcement action taken, which is recorded and attached to the North Hollywood file copy of the TRO.

Example No. 2 - Southwest officers respond to the scene of a domestic dispute and are presented with a valid TRO by the complainant. Officers contact the Area desk and determine that no TRO is on file with the Department.

Although the officers are unable to obtain a copy of the TRO in the field, the complainant indicated that she will later make one available to the Area desk.

The officers shall inform their geographic Area desk of the existence of the TRO which is recorded on the Control Log, Form 15.40. Any enforcement action taken shall be noted on the log when such time as a copy of the TRO itself is acquired.

Example No. 3 - Van Nuys officers respond to the scene of a domestic dispute between a husband and wife. The wife alleges that a TRO is currently in force against her husband, but she does not have a copy of the TRO or Proof of Service.

Officers contact Van Nuys desk, but the TRO is not on file there. The desk officer then queries ADRIS which indicates that no TRO is on file with the Department.

The complainant (wife) states that her husband (restrained party) came into her residence and struck her on the face with his open hand. The complainant also states that one of the provisions of the TRO is that her husband may not come within 100 feet of her residence.

The complainant insists upon making a citizen's arrest for battery. The officers receive the husband into custody for violation of 242 P.C. and include the alleged violation of the TRO in the arrest report.

CONTROL LOG
DOMESTIC VIOLENCE TEMPORARY RESTRAINING ORDERS

CONTROL LOG
DOMESTIC VIOLENCE TEMPORARY RESTRAINING ORDERS

CONTROL LOG
DOMESTIC VIOLENCE TEMPORARY RESTRAINING ORDERS

[illegible]

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 18

JULY 1, 1983

SUBJECT: REVISED CHEMICAL TEST AND DRUG ADMONITIONS

PURPOSE: Effective July 1, 1983, Section 13353 of the California Vehicle Code (Implied Consent) is amended to include driving-under-the-influence (DUI) of drugs or a combination of drugs and alcohol within its provisions. Additionally, a recent appellate court decision, *People v. Trombetta*, requires that DUI arrestees being advised of their choice of chemical tests also be advised that breath samples cannot be retained for later testing. This Order implements form revisions and procedures relating to these changes in the Chemical Test and Drug Admonitions.

PROCEDURE:

- I. **DRUG ADMONITION—REVISED.** The Drug Admonition on the Driving-Under-The-Influence (DUI) Arrest Report, Form 5.2.5, is revised to include information regarding the suspension of a driver's license.

After a breath test, if a DUI arrestee is suspected of being under the influence of drugs or a combination of drugs and alcohol, the Drug Admonition shall be read to the arrestee by the arresting officer. If the arrestee refuses to submit to or complete a blood or urine test, the arresting officer shall complete, date and sign the "Notification of Refusal" Section and include all objective symptoms in the narrative of the report.

- II. **CHEMICAL TEST ADMONITION—REVISED.** The Chemical Test Admonition on the DUI Arrest Report is revised to add a note to the choice of tests information as follows:

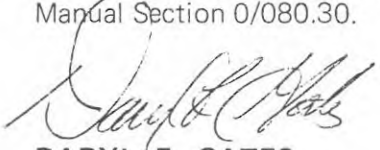
"If you take a breath test a sample will *not* be saved, and you or your attorney will *not* have a breath sample to test for alcohol content. If you want any remaining sample saved for your use, you must choose to take a blood or urine test."

This information shall be included by the officer admonishing an arrestee of 13353 VC.

FORMS AVAILABILITY: An initial stock of the revised DUI Arrest Report (revision date 7/83) will be delivered to all Areas and Traffic Divisions. Upon its receipt, existing stock of present DUI Arrest Reports shall be returned to Supply Division, bundled and marked "Obsolete-Destroy."

AMENDMENTS: This Order amends Sections 4/343.50 and 5/5.2.5 of The Department Manual.

AUDIT RESPONSIBILITY: Traffic Coordination Section, Operations-Headquarters Bureau, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 19

JULY 12, 1983

SUBJECT: MISCELLANEOUS MANUAL AMENDMENT

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions in The Department Manual.

PROCEDURE:

- I. FALSE INFORMATION TO A PEACE OFFICER—REVISED.** This Order eliminates the requirement to proceed by Application for Complaint when enforcing Section 31 VC (False Information to a Peace Officer).

An officer engaged in enforcement of the Vehicle Code who becomes aware that a person has knowingly provided false information should:

- * Arrest and book for Section 31 VC under the authority of 40302(a) VC when the identity of the individual cannot be substantiated; OR
- * When true identity can be established, issue a misdemeanor traffic citation for Section 31 VC and the original traffic violation.

Officers shall cancel a citation on which false information was recorded by completing a Citation Cancellation Request, Form 4.45.

AMENDMENT: This Order amends Section 4/354.10 of The Department Manual.

AUDIT RESPONSIBILITY: The Officer-In-Charge, Traffic Coordination Section, Operations-Headquarters Bureau, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

- II. ASSAULT WITH A MOTOR VEHICLE—REVISED.** This Order revises the reporting procedure for assault with a motor vehicle investigations and transfers the follow-up responsibility from the concerned bureau accident investigation unit (AIFU) to the geographical Area detectives.

Whenever a motor vehicle is the weapon used in an assault with a deadly weapon investigation, the reporting officer shall:

- * Complete a Preliminary Investigation Report, Form 3.1, (e.g., ADW, Attempt Murder);
- * Complete a Traffic Accident Report Investigation, Form 4.2, when a contact assault with motor vehicle occurred and include it as a separate page of the PIR narrative; and,
- * Obtain the appropriate vehicle or miscellaneous DR number (5/040.65).

Accident investigation personnel shall not routinely be responsible for investigating an assault with a motor vehicle. They are responsible for providing advice to the investigating officer when requested.

Note: ADW with a vehicle is *not* considered a traffic accident for reporting purposes. The instructions on the cover of the Traffic Accident Report, Form 4.1, will be corrected to reflect the change in reporting criteria at the next printing.

The follow-up responsibility for assaults with a motor vehicle (contact and non-contact) is transferred from bureau accident investigation follow-up units to the geographical Area detectives.

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JULY 12, 1983

AMENDMENTS: This Order adds Section 4/227; amends Sections 2/1115.05, 2/1125.01, 4/216.10, 4/415.05, and 4/415.10; and deletes Section 4/445 of The Department Manual.

- III. FIREARMS QUALIFICATION SCHEDULE—REVISED.** This Order incorporates the current firearms qualification schedule into the Department Manual. All officers and reserve officers shall qualify as indicated below.

FIREARMS QUALIFICATION SCHEDULE

QUALIFICATION PERIOD	ODD SERIAL NUMBER	EVEN SERIAL NUMBER	CAPTAINS AND ABOVE
JANUARY	SHOTGUN	SHOTGUN	—
FEBRUARY	—	QUALIFY*	EVEN*
MARCH	QUALIFY*	—	ODD*
APRIL	—	QUALIFY	—
MAY	QUALIFY	—	—
JUNE	—	QUALIFY	—
JULY	SHOTGUN	SHOTGUN	—
AUGUST	QUALIFY*	—	ODD*
SEPTEMBER	—	QUALIFY*	EVEN*
OCTOBER	QUALIFY	—	—
NOVEMBER	—	QUALIFY	—
DECEMBER	QUALIFY	—	—

*Factory ammunition

Lieutenants and below with more than 20 years of service shall qualify in accordance with the relevant provisions of the current Memorandum of Understanding.

Note: This schedule requires qualification during certain consecutive months: Odd serial numbers - December and January, July and August; Even serial numbers - January and February, June and July.

AMENDMENT: This Order amends Section 3/258.08 of The Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Training Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

- IV. DRUG INFLUENCE EVALUATION PROCEDURES.** The DUI Drug Evaluation, Temp. Form 53, has significantly improved the successful prosecution of DUI Drug arrestees. This Order establishes the Drug Evaluation Form as a permanent Department form and expands its use to include individuals arrested for 11550(b) H&S (PCP).

- A. **Drug Influence Evaluation, Form 8.40.2—Activated.** The Drug Influence Evaluation, Form 8.40.2, is activated.

* **Use of Form.** This form is used by Drug Recognition Experts (DRE) and Narcotics Experts to record their drug influence evaluation of 11550(b) H&S (PCP) and DUI Drug arrestees.

* **Distribution.** The Drug Influence Evaluation Form shall be distributed as a page of the related Arrest Report, Form 5.2.

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B. **Arresting Officer's Responsibility.** When an arrest is made for driving under the influence of drugs or combination of drugs and alcohol, the arresting officer shall:

- * Admonish the arrestee regarding a chemical test as per the Chemical Test Admonition on the DUI Arrest Report, Form 5.2.5.
- * Administer a chemical test to the arrestee.

Note: Whenever possible, a breath test should be administered to determine alcohol intoxication.

- * If the breath test is obtained and the results are .10% or higher, book the arrestee for Section 23152(a) (DUI) VC. When the results are below .10%, complete the following:

- * Read to the arrestee verbatim the Drug Admonition from the DUI Arrest Report.
- * Obtain a urine or blood sample from the arrestee.

Note: If urine is the only chemical examination administered, officers shall obtain the first void for possible detection of drugs, and the second void for possible detection of alcohol. Both samples shall be marked accordingly and booked as evidence.

- * Request a DRE, or if none available, a Narcotics Expert.
- * If an on-duty DRE or Narcotics Expert is not available within the concerned bureau, the arresting officer shall obtain an MT for the arrestee and request the examining physician to include an opinion regarding objective symptoms and possible drug ingestion.

Exception: If a traffic death or traffic felony arrest is involved and a DRE or Narcotics Expert is not available within the concerned bureau, the arresting officer shall contact Communications Division and request an on-duty DRE or Narcotics Expert from anywhere in the City. If no on-duty DRE or Narcotics Expert is available, the officer shall contact the Administrative Information Unit, Detective-Headquarters Division, and request that an off-duty DRE be dispatched.

- * When applicable, include the Drug Influence Evaluation, Form 08.40.2, (completed by an expert) as a page of the arrest report.

When an arrest is made for 11550(b) H&S (PCP), the arresting officer shall:

- * Request a DRE or, if none available, a Narcotics Expert.
- * If an on-duty DRE or Narcotics Expert is not available within the concerned bureau, the arresting officer shall obtain an MT for the arrestee and request the examining physician to include an opinion regarding objective symptoms and possible drug ingestion.
- * When applicable, include the Drug Influence Evaluation, Form 08.40.2, and the Admonishment for Urine Test, Form 8.40.1, as pages of the arrest report.

C. **Drug Recognition Expert (DRE)/Narcotics Expert Responsibilities.** A DRE or Narcotics Expert is responsible for evaluating and rendering an opinion of the drug influence of 11550(b) H&S (PCP) and DUI Drug arrestees. As part of the examination, the expert shall:

- * If the arrest is for 11550(b) H&S (PCP), admonish the arrestee as per the Admonishment For Urine Test, Form 08.40.1, obtain a urine sample, and complete that form.
- * Advise the arresting officer of any additional tests required.

- * Determine if an MT is necessary.
- * Complete the Drug Influence Evaluation, Form 08.40.2.
- * Enter a brief description of the findings and the examining officer's name and serial number in the Remarks Section of the Booking Recommendation, Form 12.31.

Note: If during a drug evaluation the expert determines that he/she is not qualified to render an opinion, the watch commander or supervisor responsible for approving the booking shall determine if another expert should be called.

FORMS AVAILABILITY: The Drug Influence Evaluation, Form 08.40.2, is available at Supply Division, Stock Code No. 851 3742, Unit of Issue P-100. Upon receipt of these new forms, existing stock of Temp. Form 53 should be bundled, marked "Obsolete-Destroy", and returned to Supply Division.

AMENDMENTS: This Order adds Sections 4/216.27, 4/343.25 and 5/8.40.2, and amends Sections 4/258.30 and 5/8.40.1, to The Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Operations Headquarters Bureau, and the Commanding Officer, Narcotics Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

V. PERSONAL SERVICE CITATION CONTINUATION—ACTIVATED. The Personal Service Citation Continuation, Form 4.50.5, is activated. It shall be used as a continuation page for the Personal Service Citation when citing for:

- * Complex traffic infractions;

Note: The Personal Service Citation (alone) shall continue to be used for citing simple traffic infractions and Section 12500a of the California Vehicle Code.

- * Numerous mechanical infractions; and/or,
- * Misdemeanor traffic violations which do not require booking (Section 40302 of the Vehicle Code lists violations which require mandatory booking), or for which citing is opted (Section 40303 of the Vehicle Code lists violations which may be cited or booked at the discretion of the arresting officer).

Note: The Personal Service Citation and Citation Continuation shall be used in lieu of the Notice to Appear/Release From Custody Report, Form 5.2.2, (RFC) for citing misdemeanor traffic violations.

Exception: The RFC Form shall be used for citing combined marijuana/traffic offenses.

Violators of the following misdemeanor traffic sections shall normally be booked, and an Arrest Report, Form 5.2, completed unless a watch commander determines that citing is more feasible due to extenuating circumstances (and all other release from custody criteria are met):

- * Evading or vehicle pursuit (2800.1VC)
- * Vehicle tampering (10852 VC)
- * Vandalism to vehicle (10853 VC)
- * Hit-and-Run (20002 VC)
- * Reckless driving (23103 or 23104 VC)
- * Speed contest (23109 VC)

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JULY 12, 1983

- A. **Completion—General.** When using the Continuation Form, officers shall enter the citation number, date and time, violator's name, vehicle license number and state, and officer's name (printed payroll signature) in addition to the description of violation(s).
- B. **Completion—Refusal to Sign Continuation.** The violator shall be requested to sign the Continuation Form, in addition to the Personal Service Citation. If the violator signs the Citation, but refuses to sign the Continuation, the issuing officer shall print "REFUSED TO SIGN" in the space provided for the signature, and release the violator.
- C. **Completion—Numerous Violations.** When citing numerous violations, the citing employee shall list all section numbers on the Personal Service Citation, using the "Description of Violation(s)" space as needed, and describe the violations in narrative form on the Continuation Form.
- D. **Distribution.** The original of the Continuation (green) shall be attached to the back of the citation (green) by stapling in the lower left corner so that the two-hole punching on both forms is aligned. The first copy of the Continuation (white) shall be given to the violator. The last copy of the Continuation (goldenrod) shall be stapled to the book copy of the citation (goldenrod). There is no yellow copy of the Continuation Form.
- E. **Related Procedures.** Use procedures established for the Personal Service Citation for processing, correcting and canceling the Continuation Form.

AmENDMENTS: This Order adds Sections 4/320.12 and 5/4.50.5 and amends Sections 3/202.30, 3/202.50, 3/202.70, 4/318.80, 4/320.10, 4/320.80, 4/326.70, and 4/334.10, to The Department Manual.

AUDIT RESPONSIBILITY: The Officer-In-Charge, Traffic Coordination Section, Operations-Headquarters Bureau, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 20

JULY 21, 1983

SUBJECT: DR ISSUANCE PROCEDURES—REVISED

PURPOSE: Implementation of the Department's Network Communication System (NECS) will cause the current procedure for issuance of the Division of Records Number (DR number) to become obsolete. This Order revises the procedures for obtaining DR numbers from the Automated Division of Records Issuance System (ADRS).

PROCEDURE:

- I. DR NUMBERS—GENERAL INFORMATION.** The new DR numbers issued through the Automated Division of Records Issuance System (ADRS) shall consist of the last two digits of the year reported followed by a seven digit number. The first two digits of the seven digit number shall indicate the Area of occurrence identification number followed by a five digit sequential number arranged consecutively and issued in numerical order. The Network Communication System (NECS) will automatically generate a DR number based on the ADRS data input by the records unit. The Area of occurrence identification number will be determined by the Reporting District (RD) of the location of occurrence.

Example of an ADRS generated DR number in Hollywood Area:

83 06 00001

83	06	00001
YEAR	AREA	SEQUENTIAL NUMBER

DR numbers issued manually for Vice Reports, Form 3.18, Narcotics Reports, Form 3.19, and staff research will retain the present format and the procedures for obtaining those numbers are not affected by this Order.

- II. OBTAINING DR NUMBERS—EMPLOYEE RESPONSIBILITY.** Each Department employee completing a report requiring the use of a DR number shall obtain and record that number on the report and any related report.

Note: Department procedures for determining the number of reports and DR numbers needed are not affected by this Order.

When a DR number cannot be obtained through ADRS, DR numbers may be manually issued by the Area of occurrence records unit. Area records units shall determine, on an individual basis, the necessity for manually issuing DR numbers and shall maintain a log of numbers issued. When ADRS becomes available, manually issued DR numbers shall be input into ADRS by the Area records unit using the "EVAD" format.

Manually issued DR numbers will be issued from the sequential series of Area DR numbers. The set of numbers to be manually issued will be determined annually by Records and Identification Division. This set of numbers will normally be a block of numbers assigned to the Area sequential series.

If the situation does not involve an arrest, multiple DRs, or the need for the services of Scientific Investigation Division, a supervisor may, at the supervisor's discretion, approve a completed report without an assigned DR number.

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III. **ACCESS TO AUTOMATED DR ISSUANCE SYSTEM (ADRS).** Only those employees authorized by their commanding officer shall be allowed access to ADRS for data input.

IV. **ADRS—PRECEDENCE.** DR numbers no longer have an order of precedence. All DR numbers will be issued automatically in sequential order by Area of occurrence. When a report of any type has been assigned a DR number and other reports of related incidents are made, they shall bear the DR number of the initial report.

Exception:

- * When a Worthless Document Report, Form 3.6, or a Multiple Report-Worthless Documents, Form 3.6.2, is made, a separate DR number shall be obtained for each document (5/3.6.2-12).
- * A Prefix Check Digit *will not* be generated for DR numbers used for related multiple worthless documents and is not required on the Multiple Report-Worthless Documents, Form 3.6.2.
- * When more than one vehicle is stolen, each requires a separate DR number (5/3.7-22).
- * A Vice or Narcotics Report requires a separate Vice or Narcotics DR number. Only related Vice and Narcotics Reports, when used as follow-up reports, shall bear the DR number assigned to the Vice or Narcotics Report (5/3.18-10 and 5/3.19-10).
- * A Missing Person Investigation, Form 3.16, requires a separate DR number. Only a related Follow-up Report, Form 3.14, shall bear the DR number assigned to the Missing Person Investigation (5/3.16-12).
- * When more than one traffic accident occurs, each requires a separate DR number (4/5.1-10).
- * When more than one burglary occurs, each requires a separate DR number (see 5/3.1A for exceptions).
- * A separate Property Report bearing a separate DR number shall be made for each license plate or set of license plates booked (5/10.1-16).
- * When previously cancelled staff research is reinstituted, a new DR number is required.

V. **LOCATION FOR OBTAINING DR NUMBERS.** DR numbers shall be obtained from the following locations:

- | | |
|---|---|
| * Stolen, Recovered, Impounded, or Lost Vehicle or Boat, or License Plate involved. | Vehicle Information Processing Unit, Records and Identification Division. |
| * All other incidents | Area/division records unit. |
| * Vice DR | Crime and Miscellaneous Reports Section, Records and Identification Division. |
| * Narcotics DR | Narcotics Information Network Unit, Narcotics Division. |
| * Administrative DR | Research Information Center, Planning and Research Division. |

Note: DR numbers issued by the Vehicle Information Processing Unit, Records and Identification Division, will be computer generated DR numbers following the number sequence of the Area of occurrence.

Provisions for the use of self-generated Vehicle Impound DR numbers are delineated in Manual Sections 4/224.15 through 4/224.20.

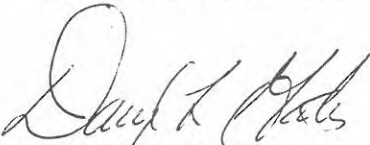
VI. DR NUMBERS—SUBSEQUENT REVISION. Data which has been input into the ADRIS can be changed only by personnel assigned to an Area/division records unit.

When it is determined that the ADRIS report data is incomplete or incorrect and should be amended or deleted, a Change/Cancellation of DR Number, Form 8.45, shall be completed, explaining the changes to be made. The Change/Cancellation of DR Number Report shall be completed by the reporting employee when a correction must be made to the original report at the time of the report, otherwise the Change/Cancellation of DR Number Report shall be completed by clerical personnel assigned to the concerned geographic Area or division.

Note: When the Change/Cancellation of DR Number, Form 8.45, is used to cancel a DR number, the form shall be forwarded to the Crime and Miscellaneous Reports Section, Records and Identification Division, with a computer printout showing the cancellation information.

AMENDMENTS: This Order amends Sections 2/220.50, 2/620.43, 5/040.14, 5/040.28, 5/040.30, 5/040.56, 5/040.60, and 5/040.65 of The Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Automated Information Division, shall monitor compliance with this directive in accordance with Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

*Operation
Evaluation*

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 21

JULY 26, 1983

**SUBJECT: PRETRIAL DESTRUCTION OF LARGE QUANTITIES
OF CONTROLLED SUBSTANCES—REVISED**

PURPOSE: Currently, the Department Manual contains procedures for pretrial destruction of large quantities of controlled substances which have been booked into Property Division and pose a security or storage problem. Changes in Health and Safety Code Section 11479 necessitate that these procedures be revised. This Order revises those procedures.

PROCEDURE:

I. PROPERTY DIVISION—RESPONSIBILITIES. Upon determining that a quantity of a controlled substance in excess of ten pounds in gross weight, which has been booked into Property Division, poses a security or storage problem, the Commanding Officer, Property Division, shall direct an Intradepartmental Correspondence, Form 15.2, to the Commanding Officer, Narcotics Division. The Form 15.2 shall outline the necessity for pretrial destruction of the substance and reasons why storage is not feasible.

II. NARCOTICS DIVISION—RESPONSIBILITIES. The Commanding Officer, Narcotics Division, shall review and coordinate all requests for the pretrial destruction of excessive quantities of controlled substances.

A. Approval of Pretrial Destruction of Controlled Substance. Upon being notified (4/565.41) by the Commanding Officer, Property Division, of an excessive quantity of a controlled substance, the Commanding Officer, Narcotics Division, shall:

- * Direct a sworn member of Narcotics Division to comply with the provisions of Section B of this Order for securing authorization for a pretrial destruction of a controlled substance.
- * Obtain written approval for destruction from the Deputy District Attorney or Assistant U.S. Attorney assigned the case.
- * Cause an Intradepartmental Correspondence, Form 15.2, to be forwarded to the Chief of Police, requesting the destruction of the controlled substance.

Upon determining that the request for pretrial destruction of a controlled substance should be denied, the Commanding Officer, Narcotics Division, shall cause a Form 15.2 to be forwarded to the Commanding Officer, Property Division, explaining the reasons for denying the request.

B. Preparation for Pretrial Destruction of Controlled Substance. Narcotics Division personnel responsible for preparing the controlled substance for pretrial destruction shall:

- * Take at least five random representative samples of the substance to be destroyed.
- * Obtain photographs of the substance.

Note: The photographs must reasonably demonstrate the total amount of the controlled substance sampled and must clearly depict the substance, the DR number, and when practicable, the officer who seized it.

- * Cause the samples to be qualitatively analyzed.
- * Ensure the analysis of the controlled substance has been completed.

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- * Submit to the Commanding Officer, Narcotics Division, a Form 15.7 requesting the pretrial destruction of the controlled substance. The Form 15.7 shall include:
 - * The reason for destruction.
 - * The DR number of all related reports.
 - * Name(s) of defendant(s).
 - * The court case number and charges filed.
 - * The name of the Deputy District Attorney or Assistant U.S. Attorney assigned the case.
 - * Court date.
 - * The name of the defense attorney of record.
 - * The type of controlled substance to be destroyed.
 - * The total weight of the substance, the portion to be destroyed, and that portion retained.

Note: A copy of the Arrest Report, Form 5.2, and Property Report, Form 10.1, shall accompany the Form 15.7.

C. Pre-Destruction Notification. When the pretrial destruction of a controlled substance has been authorized by the Chief of Police, the Commanding Officer, Narcotics Division, shall:

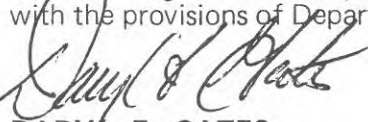
- * Notify the Deputy District Attorney or Assistant U.S. Attorney assigned the case.
- * Forward to the Commanding Officer, Property Division, the original approval of the Chief of Police authorizing destruction of the controlled substance and cause a Form 15.2 to be forwarded to Property Division containing information pertinent to the destruction of the controlled substance.
- * Notify in writing the Chief, Bureau of Investigation and Narcotics Enforcement, Department of Justice, stating information pertinent to the destruction of the controlled substance.

D. Post-Destruction Notification. Subsequent to the pretrial destruction of a controlled substance, the Commanding Officer, Narcotics Division, shall file an affidavit within **30** days in the court which has jurisdiction over any pending criminal proceedings pertaining to the controlled substance. The affidavit shall state the information contained in the request submitted to the Chief of Police together with information specifying the date, time, and location of destruction of the controlled substance.

Note: In the event that there are no criminal proceedings pending which pertain to the controlled substance, the affidavit may be filed in any court within the county which would have jurisdiction over a person against whom such criminal charges might be filed.

AmENDMENTS: This Order amends Sections 4/565.41, 4/565.43 and deletes Sections 4/565.45 and 4/565.48 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Bureau of Special Investigation, and the Commanding Officer, Property Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

Operation Evaluation

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 22

AUGUST 19, 1983

SUBJECT: DISTRIBUTION OF STATE AND COUNTY
ARREST HISTORY RECORDS

PURPOSE: This Order revises the reporting procedure for misdemeanor arrestees in order to facilitate sentencing.

PROCEDURE:

I. ARRESTING OFFICER'S RESPONSIBILITIES. Officers completing a misdemeanor Arrest Report, Form 5.2, or a Release From Custody (RFC), Form 5.2.2, shall in addition to established procedures for completing the report:

- * Obtain a State and County Arrest History Record (Rap Sheet) from the Network Communication System (NECS) through their Area/ division records unit.
- * Attach a copy of each of the arrest records to the original report.

Note: When an arrestee's "Rap Sheets", can not be obtained within a reasonable period of time (not to exceed 15 minutes after initial inquiry) an explanation for not acquiring the record(s) and the name(s) used for the inquiry shall be included in the narrative portion of the arrest report or RFC.


II. AREA/DIVISION RECORDS UNIT-RESPONSIBILITIES. Records units shall be responsible for attaching copies of the arrestee's "Rap Sheets" to each of the copies of the Arrest Report, Form 5.2, or Release From Custody/Notice to Appear, Form 5.2.2, distributed to:

- * The concerned custodial jailer (Metropolitan Area); or,
- * Concerned City Attorney (outlying Areas); or,
- * Jail Division (County booking); or,
- * Bunco Forgery Division if warrant arrest for Sections 470, 475, 476, 484 e-i, and 532 of the Penal Code (5/5.2-80 through 5/5.2-83).

Note: Copies of the Release From Custody/Notice To Appear, Form 5.2.2, for individuals not in custody, shall be distributed directly to the concerned City Attorney.

AMENDMENTS: This Order amends Section 5/5.2 of The Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Detective-Headquarters Division, shall monitor compliance with this directive in accordance with the provision of Department Manual Section 0/080.30.


MARVIN D. IANNONE, Assistant Chief
Acting Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 23

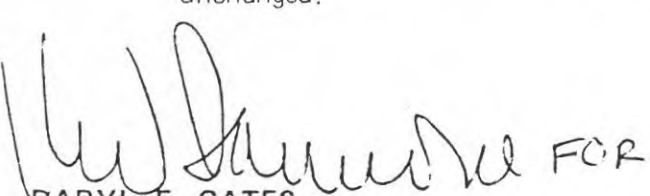
SEPTEMBER 1, 1983

SUBJECT: CANCELLATION OF SPECIAL ORDER NO. 9, 1983--ACCOUNTABILITY
FOR DEPARTMENT DIRECTIVES

PROCEDURE:

- I. CANCELLATION OF SPECIAL ORDER NO. 9, 1983. Special Order No. 9, 1983, entitled Accountability for Department Directives is cancelled.

Note: Employees are reminded that compliance with Manual Section 3/670.05 remains unchanged.

 FOR
DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

*Operation
Evaluation*

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 24

SEPTEMBER 1, 1983

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions in The Department and Tactical Manuals.

PROCEDURE:

I. IMMEDIATE CASH BAIL-OUT-BOOKING RECOMMENDATION FORM

REQUIRED. A Booking Recommendation, Form 12.31, shall be completed on all arrestees, including immediate cash bail-outs. A supervisor completing this form where the charge is four or fewer traffic warrants for failure to appear on a citation issued for a parking offense or traffic infraction, shall ensure that the arrestee has been informed of the right to immediate cash bail-out (4/682.15). The supervisor shall indicate on the Booking Recommendation Form that the arrestee has been so advised.

Note: The Booking Recommendation Form will be revised at the next printing to add a checkbox regarding immediate cash bail-out advisement.

When an arrestee is booked on traffic warrants and there is no Arrest Report, the original of the Booking Recommendation Form shall be stapled to, and filed with, the arresting officer's Daily Field Activities Report, Form 15.52.

AMENDMENTS: This Order amends Sections 4/216.02 and 5/12.31 of The Department Manual.

II. ETHNIC DESCRIPTORS-REVISED. This Order revises the terminology used to describe certain ethnic groups to be more consistent with the community's preferences.

The ethnic descriptors "Negro", "Mexican", and "Latin" shall no longer be used by Department personnel. The replacement term for "Negro" shall be "Black" (abbreviated "Blk") and the terms "Mexican" and "Latin" shall be replaced by the descriptor "Hispanic" (abbreviated "Hisp").

This Order does not affect data entry codes for the Department's automated systems.

AMENDMENT: This Order amends the Field Notebook Divider, "Abbreviations", Form 18.41.1.

AUDIT RESPONSIBILITY: Each bureau commanding officer shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

III. REQUESTING THE SEALING OF ARREST RECORDS-REVISED. Pursuant to the passage of Penal Code Section 851.8, this Order revises the procedure to effect the sealing of arrest records in those instances where the subject of an arrest has been determined to be 'factually innocent'.

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An individual may be deemed to be 'factually innocent' when:

- * Mistaken identity has been clearly established; *or*,
- * No crime was found to have occurred; *or*,
- * No reasonable cause exists to believe that the arrestee committed the offense.

- A. **Investigating Officer—Responsibility.** When in the course of an investigation it is determined that an arrestee is 'factually innocent', the investigating officer shall complete an Investigator's Final Report, Form 5.10, *or*, if the charge does not require a Form 5.10 (i.e., most misdemeanors), a Follow-up Report, Form 3.14, supporting that determination.

Note: When a complaint has been issued by the responsible City or District Attorney's Office, but has not been filed with the concerned court, the investigating officer shall inform the respective City or District Attorney that the arrestee has been determined to be 'factually innocent' and request that the complaint be withdrawn. The name of the approving City or District Attorney, together with a statement indicating the withdrawal of the complaint, shall be included on the Form 5.10 or 3.14.

When practical the investigator should make an attempt to notify the arrestee that the Department may be petitioned to seal the arrest record.

- B. **Area/Division Commanding Officer—Responsibility.** An Area/division commanding officer, upon receipt of an Investigator's Final Report or Follow-up Report indicating a determination of 'factually innocent', shall:

- * Confirm the validity of that determination; and, upon concurrence,
- * Cause an Intradepartmental Correspondence, Form 15.2, to be prepared and forwarded, together with all related reports, via command channels, through the Director of the concerned Office, to Records and Identification Division.

The 15.2 shall indicate that the commanding officer has reviewed the circumstances surrounding the arrest and that the finding of 'factually innocent' is appropriate.

- C. **Records and Identification Division, Watch Commander—Responsibility.** The Watch Commander, Records and Identification Division, upon receipt of a Petition to Seal and Destroy Arrest Records (BCID 8270) from a requesting citizen, shall:

- * Confirm that an investigative determination of 'factually innocent' was made. In the absence of a documented investigative determination, conduct an inquiry into the circumstances of the arrest. Unless that examination supports a determination of 'factually innocent', the petition shall be denied.
- * If presented with circumstances which would indicate that a finding of 'factually innocent' may be justified and no investigative determination has been completed, contact the concerned investigating unit. (Should it then be the investigating officer's conclusion that the individual arrested was 'factually innocent', the investigator shall initiate a Form 5.10 or Form 3.14 as appropriate.)

- * Obtain the concurrence of the responsible City or District Attorney when the petition is approved.
- * Cause the removal of the concerned arrest record from regular Department files; and,
- * Provide the petitioner with a written declaration indicating that a finding of 'factually innocent' was made and that the concerned arrest record has been sealed pending destruction.

AMENDMENT: This Order amends Section 3/408.22 of The Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Records and Identification Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

IV. VICTIM INDEMNIFICATION INFORMATION/VICTIM-WITNESS ASSISTANCE PROGRAM. The victim indemnification information contained in the Victim's Report Memo, Form 3.17, and the Traffic Accident Report, Form 4.1, will be revised at the next printing to reflect new indemnification criteria.

Additionally, information advising victims of assistance available through the City and District Attorneys' Victim-Witness Assistance Programs has been added to these forms. Department employees providing indemnification information to victims or their families shall only inform them of the program's existence and refer them to the appropriate agencies. Employees shall *not* advise victims regarding their eligibility for the program.

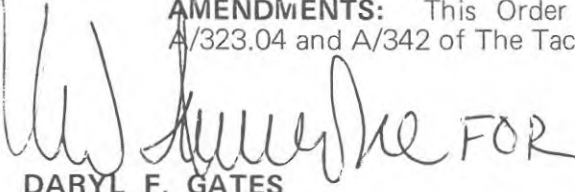
The Department will continue to make the Victim of Violent Crime Application For Reimbursement Form available for citizens at Area stations.

AMENDMENTS: This Order amends Sections 4/203.35 and 5/4.1 of The Department Manual.

V. TRANSFER OF MAINTENANCE AND DEPLOYMENT RESPONSIBILITIES OF MOBILE II (LOGISTICS VEHICLE). The responsibility for maintenance and deployment of Mobile II has been transferred from Property Division to Supply Division. The Commanding Officer, Supply Division, shall maintain Mobile II, provide personnel (on a 24 hour basis) to operate and exercise control over Mobile II, and provide materials and equipment as needed.

The Commanding Officer, Property Division, shall continue to provide personnel to staff the Field Jail Unit Evidence Detail, and the Field Command Post Stores Unit-Property Detail.

AMENDMENTS: This Order amends Sections A/207.04, A/207.05, A/309.01, A/323.04 and A/342 of The Tactical Manual.


DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 25

SEPTEMBER 6, 1983

SUBJECT: ANALYZED EVIDENCE BOOKING PROCEDURES—AMENDED

PURPOSE: A recent California Supreme Court decision, *People vs. Nation*, mandated that certain biological evidence be maintained in a frozen state. This mandate necessitated a review of this Department's procedures for handling and storing of evidence to be analyzed. This Order implements revised procedures and forms for processing evidence requiring analysis.

PROCEDURES:

I. CLASSIFICATION OF ANALYZED EVIDENCE. Evidence booked into the Department's property system for analysis shall be classified as follows:

- * Analyzed Evidence-Shelf Storage: Evidence, other than narcotics, that does not require cold storage.
- * Analyzed Evidence-To Be Refrigerated: Whole blood, liquid urine, or saliva samples when collected with whole blood.
- * Analyzed Evidence-To Be Frozen: Biological evidence (dried blood/semen, swabs/slides/aspirates), or any object or portion of object containing such evidence.
- * Analyzed Evidence-Narcotics.

II. ANALYZED EVIDENCE ENVELOPES—REVISED/ACTIVATED. The following Analyzed Evidence Envelopes, color-coded to facilitate handling, are revised and activated for use in packaging evidence as classified in Section I of this Order.

- * Analyzed Evidence Envelope, Form 12.51—Revised and Retitled. The Analyzed Evidence Envelope is revised and retitled Analyzed Evidence-Shelf Storage Envelope (brown).
- * Blood Sample Envelope, Form 12.51.1—Revised and Retitled. The Blood Sample Envelope is revised and retitled Analyzed Evidence-To Be Refrigerated Envelope (grey).
- * Analyzed Evidence-To Be Frozen Envelope, Form 12.51.2—Activated (white).
- * Analyzed Evidence-Narcotics Envelope, Form 12.51.3—Activated (manila).

III. ANALYZED EVIDENCE TAGS—ACTIVATED. The following color-coded property tags are activated for use with items that are too large or determined not suitable for analyzed evidence envelopes.

- * Analyzed Evidence-Shelf Storage Tag, Form 10.12.3 (brown).
- * Analyzed Evidence-To Be Refrigerated Tag, Form 10.12.4 (grey).
- * Analyzed Evidence-To Be Frozen Tag, Form 10.12.5 (white).
- * Analyzed Evidence-Narcotics Tag, Form 10.12.6 (manila).

IV. LABORATORY ENVELOPES—ACTIVATED. The following color-coded Laboratory Envelopes are activated and are to be used by examining physicians to package evidence requiring analysis. Each envelope contains specific instructions on how to obtain and preserve specimens. These envelopes shall be placed in an Analyzed Evidence Envelope of the same color-code prior to booking the evidence.

- * Laboratory Envelope-Debris, Form 12.52.1 (brown).
- * Laboratory Envelope-Pubic Combings, Form 12.52.2 (brown).
- * Laboratory Envelope-Dried Secretions/Rectal or Oral Swabs, Form 12.52.3 (white).
- * Laboratory Envelope-Vaginal Swabs, Form 12.52.4 (white).
- * Laboratory Envelope-Vaginal Aspirate, Form 12.52.5 (white).
- * Laboratory Envelope-Blood and Saliva, Form 12.52.6 (grey).
- * Laboratory Envelope-Pubic Hairs, Form 12.52.7 (brown).

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V. **SEXUAL ASSAULT EVIDENCE-INSTRUCTIONS TO EXAMINING PHYSICIAN, FORM 12.52.0—ACTIVATED.** This form is an instructional guide and a questionnaire to be completed by a physician examining a sexual assault victim. The employee receiving evidence related to a sexual assault shall ensure that this completed Form is enclosed in one of the corresponding Analyzed Evidence Envelopes.

VI. **ANALYZED EVIDENCE—EMPLOYEE BOOKING RESPONSIBILITY.** An employee receiving evidence requiring analysis shall:

- * Record appropriate information on all envelopes and tags;
- * Place the evidence in the correct classification of Laboratory and Analyzed Evidence Envelopes, or tag correctly;
- * When applicable, enclose a completed Sexual Assault Evidence-Instruction to Examining Physician, Form 12.52, in one of the Analyzed Evidence Envelopes.
- * Seal the Analyzed Evidence Envelope with a completed Analyzed Evidence Seal *on both flaps of the envelope*; and,
- * Book the evidence within the Department property system (4/515.30).

Note: Analyzed evidence requiring freezer storage (white) shall be booked at Central Property Division *no* later than two (2) hours after it is obtained by the examining physician.

VII. **PROPERTY DIVISION—RESPONSIBILITY.** A Property Division employee receiving analyzed evidence that requires freezing shall ensure that it is placed in a freezer *immediately*.

VIII. **ROBBERY-HOMICIDE DIVISION—RESPONSIBILITIES.** The Rape and Domestic Violence Section, Robbery-Homicide Division, shall be responsible for distributing Analyzed Evidence Envelopes, Forms 12.51.0-2; Analyzed Evidence Tags, Forms 10.12.3-5; Laboratory Envelopes, Form 12.52.1-7; and the Sexual Assault Instructions, Form 12.52.0, to the concerned hospitals. Additionally, the Section shall maintain a liaison with hospitals to facilitate and insure proper collection of evidence in sexual assault cases.

AMENDMENTS: This Order adds Sections 4/505.30, 4/510.70, 5/10.12.3, 5/10.12.4, 5/10.12.5, 5/10.12.6, 5/12.51.2, 5/12.51.3, 5/12.52.0, 5/12.52.1, 5/12.52.2, 5/12.52.3, 5/12.52.4, 5/12.52.5, 5/12.52.6, 5/12.52.7, and amends Sections 4/343.40, 4/343.42, 4/515.30, 4/535.75, 4/540.70, 4/560.05, 5/12.51 and 5/12.51.1.

AUDIT RESPONSIBILITY: The Commanding Officers, Scientific Investigation Division and Robbery-Homicide Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 26

SEPTEMBER 6, 1983

SUBJECT: HUMAN RESOURCES DEVELOPMENT POLICY

PURPOSE: This Order establishes the Los Angeles Police Department's four-part Human Resources Development Policy—Alignment, Responsibility, Participation and Results.

POLICY: Human resources development is essential in achieving the goals and objectives of the Department. To this end, the Department maintains human resources development programs to develop and maintain a sense of personal responsibility for the effectiveness and reputation of the Department and its employees. It is the Department's policy that all employees:

- * Demonstrate and communicate true *alignment* on the purpose of the Department, which is to protect and to serve the public in a manner which respects the human dignity of each person in the community and each employee of the Department;
- * Continually expand personal *responsibility* for the well-being of every employee and every member of the community;
- * Continually expand *participation* in Department management, with particular emphasis on open communication, trust and full self-expression to establish an environment that allows talent to continually develop; and
- * Contribute to a people-oriented managerial environment where the ultimate purpose is to produce *results* through the full development of human resources and improvement in the quality of life for all employees.

AMENDMENT: This Order adds Section 1/665.03 to The Department Manual.


DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 27

OCTOBER 4, 1983

SUBJECT: MISCELLANEOUS MANUAL AMENDMENTS

PURPOSE: This Order informs Department employees of certain additions, deletions, and revisions in The Department and Tactical Manuals.

PROCEDURE:

I. JUVENILE TRAFFIC CITATIONS—REVISED. Currently, when a juvenile is booked for a misdemeanor traffic violation, a citation is completed, and the words "Driver Detained" are printed in the violator's signature space. This procedure has caused some difficulties in obtaining warrants for juveniles when they fail to appear for a hearing. This Order revises the procedure for issuing Personal Service Citations to juveniles in misdemeanor traffic arrest situations.

A. Arresting Officer's Responsibilities. When a juvenile is booked for a misdemeanor Vehicle or Municipal Code (traffic related) violation, the arresting officer shall:

- * Complete a Personal Service Citation in the normal manner and have the juvenile sign the citation.
- * Cite the juvenile to the morning session of the concerned Juvenile Traffic Court on the appropriate citing date.
- * Give the juvenile the violator's copy.

Note: If the juvenile is to be released to a parent or guardian, the violator's copy of the citation should be given to the parent at the time of release.

- * Complete an Arrest Report, Form 5.2, and include the citation number and the notation that the court copy of the citation is attached to the investigating officer's copy of the arrest report.
- * Attach the court copy of the citation to the arrest report.
- * When the juvenile is to be released to a parent or guardian, provide the adult with a copy of the Juvenile Notice to Appear, Form 9.3.

Exception: Procedures for processing juveniles arrested for driving under the influence or a traffic accident related violation not occurring in the officer's presence are not affected by this section.

B. Investigating Officer's Responsibilities. The investigating officer shall:

- * When the juvenile is not detained, forward one copy of the arrest report and the court copy of the citation to Traffic Court Liaison.
- * When continued detention is deemed necessary, process the detained petition request, court copy of the citation, and related reports in the same manner as a detained petition request for any other charge.

AMENDMENT: This Order amends Section 4/346.40 of The Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Juvenile Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

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II. FALSE ALARM NOTIFICATION, FORM 2.90—ACTIVATED. This Form is used to notify owners or subscribers of alarm systems that police officers have responded to a false alarm at their business or residence.

* **COMPLETION.** Officers at the scene of a false alarm shall complete the False Alarm Notification form in its entirety and leave it at the premises in such a manner that it is conspicuous to the owner/subscriber but discrete to outsiders. Officers shall record on their Daily Field Activities Report, Form 15.52, that a completed Form 2.90 was left at the scene.

* **DISTRIBUTION.**

1 - Original, alarm owner/subscriber or if not present, left at scene.

FORM AVAILABILITY: The False Alarm Notification, COIN NO. 02.90.0, is available at Supply Division; Stock Code No. 8513766, Unit of Issue: P100.

AMENDMENT: This Order adds Section 5/2.90 to The Department Manual.

AUDIT RESPONSIBILITY: The Commission Investigation Coordinator, Commission Investigation Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

III. WEARING OF THE UNIFORM FIELD JACKET BY SWORN PERSONNEL—REVISED. This Order revises procedures for the wearing of the uniform field jacket by sworn personnel.

Effective immediately, all sworn personnel may wear the optional short-sleeve shirt with the uniform field jacket, but *only* if a tie is worn.

AMENDMENT: This Order amends Section 3/624.10 of The Department Manual.

AUDIT RESPONSIBILITY: Each operations bureau commanding officer shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

IV. OPTIONAL EQUIPMENT—REVISED. This Order authorizes the use of the Kubaton by Department Jail personnel.

Effective immediately, Department personnel assigned to Jail facilities, including station officers, who have completed a Kubaton training program may carry the Kubaton as an optional item of equipment.

Commanding officers shall ensure training is provided in the use of the Kubaton for personnel assigned to work Department jails. The Physical Fitness/Self-Defense Unit, Training Division, may be contacted for assistance in developing Kubaton training programs.

AMENDMENT: This Order amends Section 3/620.20 of the Department Manual.

AUDIT RESPONSIBILITY: Each bureau commanding officer shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

OCTOBER 4, 1983

V. LONG DISTANCE CALLING PROCEDURES—REVISED. Recently, the City of Los Angeles revised procedures for making long distance telephone calls by establishing the City Long Distance Communications Facility (COMFAC) System. This Order revises Department procedures for making long distance telephone calls.

- A. **Employee's Responsibilities.** All City-business long distance telephone calls shall be placed through the COMFAC system, utilizing the five digit confidential authority number issued to each sworn employee and designated civilian employee. Each employee will be responsible for all calls placed with this assigned number.

NOTE: Instructions for placing calls using COMFAC were included with each COMFAC Long Distance Caller Identity Card.

If the COMFAC card is lost or stolen, employees shall report the loss *immediately* to the Department Telephone Coordinator, at Ext. 3227, who will cause the number to be cancelled and a new number issued.

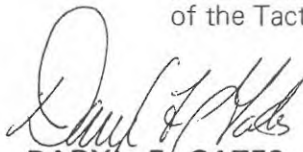
- B. **Commanding Officer's Responsibilities.** All calls placed through COMFAC will be recorded on a detailed printout which will be provided to commanding officers for review. Calls of long duration and repeated calls to the same number will be subject to a computer scan and subsequent investigation. Commanding officers shall review and audit the COMFAC printouts to ensure that employees conform to City telephone call guidelines.
- C. **Commanding Officer, Support Services Bureau, Responsibility.** The Commanding Officer, Support Services Bureau, shall be responsible for coordinating the COMFAC system for the Department.

AMENDMENTS: This Order amends Sections 4/192.10, 4/192.30, 4/192.40, and 2/610.03 of the Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Support Services Bureau, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.

VI. TACTICAL MANUAL AMENDMENT. Responsibility for developing and maintaining Parker Center Security and Defense Plans has been reassigned from the Commanding Officer, Communications Division, to the Commanding Officer, Jail Division. Additionally, obsolete terminology has been deleted from several Tactical Manual sections listed below.

AMENDMENTS: This Order revises Sections B/601, B/602.03, B/603, B/603.01, and B/611.11 of the Tactical Manual.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"



OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 28

OCTOBER 12, 1983

SUBJECT: EXPOSURES TO CONTAGIOUS DISEASES, HAZARDOUS MATERIALS, AND PHENCYCLIDINE—REPORTING AND HANDLING PROCEDURES

PURPOSE: An increased number of injuries and illnesses to Department employees resulting from contact with contagious diseases, hazardous materials, and phencyclidine (PCP), or its analogs, has necessitated the addition of the following safety precautions and reporting procedures. Existing procedures for reporting sick or IOD injuries are not affected by this Order. For the purpose of this Order, PCP shall refer to phencyclidine and any of its analogs.

PROCEDURE:

I. CONTAGIOUS DISEASES

- A. **Employee—Responsibility.** On-duty employees having contact with persons believed to have tuberculosis or infectious hepatitis shall contact Central Receiving Clinic for advice during normal business hours. Employees shall contact the Jail Division Dispensary or a physician at a contract hospital when Central Receiving Clinic is closed. Employees shall complete an Employee's Report, Form 15.7. This report shall be submitted to the employee's supervisor or watch commander and shall include:

- * The name, address, and date of birth of the person suspected of having tuberculosis or infectious hepatitis.
- * Date, time, and location of contact.
- * The circumstances which caused the employee to suspect the person's condition.
- * The name of the Central Receiving Clinic, Jail Division Dispensary, or contract hospital employee contacted and the advice received.
- * A copy of any related reports.

Note: This procedure does not prohibit an employee from completing a Form 15.7 when coming into contact with other serious communicable diseases. If more than one employee was exposed to tuberculosis or infectious hepatitis from the same occurrence, *one* Form 15.7 may be submitted listing the name and serial number of all exposed employees.

- B. **Supervisor/Watch Commander—Responsibility.** Upon learning that an employee has been exposed to a serious communicable disease, the supervisor/watch commander shall:
- * Conduct a thorough and immediate investigation and determine which employees were exposed.
 - * Collect and approve a Form 15.7 listing each exposed employee and forward it with any related reports to the commanding officer of the Area of occurrence.
- C. **Commanding Officer—Responsibility.** The Area/division commanding officer receiving the Form 15.7 and related reports shall review and forward them to Personnel Division.
- D. **Commanding Officer, Personnel Division—Responsibility.** The Commanding Officer, Personnel Division, upon receiving a copy of the Form 15.7 and related reports shall:
- * Cause a copy of the Form 15.7 to be placed in each employee's medical package at Medical Liaison Section.
 - * In cases of exposure to a tubercular, forward a copy of the Form 15.7 and any necessary related reports to the Tubercular Control Division, County Health Department.

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II. HAZARDOUS MATERIALS. Hazardous materials include, but are not limited to, hazardous chemicals as defined by Manual Section 4/212.49 or any substance which has been determined to be capable of posing an unreasonable risk to health, safety, or property.

A. Employee—Responsibility. On-duty employees having any direct physical contact or symptoms resulting from exposure to hazardous materials shall notify their supervisor and complete an Employee's Report, Form 15.7. This report shall be submitted to the employee's supervisor/watch commander and shall include:

- * The date, time, and location of the exposure.
- * The circumstances involved.
- * The type of material involved, if identified.
- * The commercial company or parties involved.
- * The nature and approximate location of the employee's duties at the time of exposure.
- * The time of arrival at the scene and the time of departure from the scene of exposure.
- * A copy of any related reports.

Exception: If the exposure to a hazardous material is the result of an unusual occurrence and an After Action Report is completed, officers do not need to complete a Form 15.7. Employees who are routinely exposed to hazardous materials as a result of their duties (i.e., personnel of Scientific Investigation Division) shall complete a Form 15.7 *only* if they experience any symptoms from their exposure to hazardous materials.

B. Supervisor/Watch Commander—Responsibility. Upon learning that an employee has been exposed to a hazardous material, the supervisor/watch commander shall:

- * Conduct a thorough and immediate investigation and determine which employees were present and exposed.
- * Obtain a Form 15.7 listing each exposed employee.
- * If any exposed employee displays any symptoms that could be related to the exposure to hazardous materials, or the Fire Department Incident Commander indicates that possible contamination has occurred, ensure that the employee receives immediate medical treatment and the provisions set forth in Manual Sections 3/711 and 3/720.10 are complied with.
- * Forward all related reports to the concerned commanding officer of the Area in which the exposure or contact occurred.

Note: If more than one employee was exposed to a hazardous material from the same occurrence, *one* Form 15.7 may be submitted by the field commander or a supervisor listing the name and serial number of each exposed employee.

C. Commanding Officer—Responsibility. The commanding officer of the Area of occurrence receiving a Form 15.7 resulting from contact with a hazardous material shall forward the Form 15.7 and all related reports to the Commanding Officer, Personnel Division.

The commanding officer shall also forward a copy of the completed Form 15.7 and any related reports to the Commanding Officer, Uniformed Services Group, Operations-Headquarters Bureau.

If a tactical alert is declared and an After Action Report is completed regarding a hazardous material incident, the concerned commanding officer or officer-in-charge shall direct an Intradepartmental Correspondence, Form 15.2, to the Commanding Officer, Personnel Division. The Form 15.2 shall contain:

- * The date, time, and location of the exposure.
- * The commercial company or parties responsible.
- * The type of material involved, if identified.
- * The name and serial number of each employee involved in the incident, the time the employee arrived at the scene, and the time the employee left the scene of the exposure.

The commanding officer shall also forward a copy of the completed Form 15.2 and any related reports to the Commanding Officer, Uniformed Services Group, Operations-Headquarters Bureau.

Exception: Employer's Report of Occupational Injury or Illness, Form General 166, for injured employees shall not be forwarded to the Commanding Officer, Uniformed Services Group.

- D. **Commanding Officer, Personnel Division—Responsibility.** The Commanding Officer, Personnel Division, upon receiving correspondence resulting from contact with hazardous materials, shall:

- * Cause a copy of the Form 15.7 or 15.2 to be placed in each listed employee's medical package at Medical Liaison Section.
- * Subsequent to an exposure to a hazardous material, if an employee develops symptoms that *could* be related to contact with a hazardous material, cause Medical Liaison Section to review the packages of all involved employees and take the appropriate action.

- E. **Commanding Officer, Uniformed Services Group—Responsibility.** If the type of material was not identified at the scene of the employee's exposure to a hazardous material, the Commanding Officer, Uniformed Services Group, shall cause a follow-up investigation to be conducted to determine the type of material involved in the incident. The results of the follow-up investigation shall be reported on an Intradepartmental Correspondence, Form 15.2, directed to the Commanding Officer, Personnel Division, identifying the hazardous material.

The Commanding Officer, Uniformed Services Group, shall also maintain a file of all Forms 15.2, 15.7, and any related reports, except Form General 166, resulting from exposures to hazardous materials.

III. EXPOSURE TO PHENCYCLIDINE (PCP) OR ITS ANALOGS

- A. **Employee—Responsibility.** On-duty employees having any direct physical contact with PCP shall:

- * Complete an Employee's Report, Form 15.7. This report shall be submitted to the employee's supervisor/watch commander and shall include:
 - * The date, time, and location of the contact.
 - * The circumstances involved.
 - * A copy of any related reports.

Exception: Employees who are routinely exposed to PCP as a result of their duties shall complete the above process only when they experience any symptom from their exposure to PCP.

- * If the PCP comes into direct contact with the clothing of any employee, book the clothing as evidence (refer to Department Manual Sections 3/375 and 3/376 for replacement of equipment).

Note: If more than one employee had contact with PCP or witnessed the contact from the same occurrence, *one* Form 15.7 may be submitted listing the name and serial number of all involved employees. This procedure does not prohibit an employee from completing a Form 15.7 when coming into contact with other narcotics.

- B. **Supervisor/Watch Commander—Responsibility.** Upon learning that an employee has had direct physical contact with PCP, the supervisor/watch commander shall:

- * Conduct a thorough and immediate investigation and determine which employees had direct physical contact with PCP.
- * Collect a Form 15.7 listing each involved employee.
- * Forward all related reports to the commanding officer of each exposed employee.

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Note: If the exposed employee displays any symptoms that could be related to the exposure to PCP, ensure that the employee receives immediate medical treatment, and the provisions set forth in Manual Sections 3/711 and 3/720.10 are complied with. All Forms General 166, generated as a result of exposure to PCP, shall be transported to Medical Liaison Section during the next administrative working day.

- C. **Commanding Officer—Responsibility.** Upon receiving a Form 15.7 resulting from contact with PCP, the commanding officer of the exposed employee shall forward the Form 15.7 and all related reports to the Commanding Officer, Personnel Division.
- D. **Commanding Officer, Personnel Division—Responsibility.** The Commanding Officer, Personnel Division, upon receiving correspondence resulting from contact with PCP, shall cause a copy of the Form 15.7 to be placed in each listed employee's medical package at Medical Liaison Section.

IV. PHENCYCLIDINE OR ITS ANALOGS—HANDLING PROCEDURES

- A. **Employee—Responsibility.** An employee seizing PCP shall:

- * Place the container of PCP into a numbered plastic property bag as soon as practicable.
- * Heat seal the container and contents in at least two unnumbered plastic property bags after the supervisor has completed the preliminary drug test and package in accordance with Manual Section 4/540.70.
- * Keep the container of PCP away from all work spaces as much as practicable.
- * Seek the advice of Scientific Investigation Division personnel if in doubt about the handling of the narcotic.

Note: If the aggregate amount of PCP is greater than 1/2 gallon or other chemicals are present at the location of seizure, officers shall comply with Manual Section 4/212.49.

Handling procedures for PCP are reviewed in the attached Supplemental Fact Sheet.

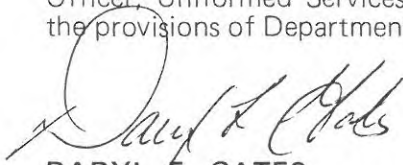
- B. **Supervisor/Watch Commander—Responsibility.** The supervisor/watch commander shall:

- * Ensure that the PCP is transferred to Property Division within 24 hours of booking.
- * Complete the preliminary drug test in a well ventilated area as soon as practicable.
- * Keep the container of PCP away from all work spaces as much as practicable.

Note: If any PCP is spilled, the concerned supervisor/watch commander shall immediately contact Scientific Investigation Division and be guided by their advice for decontamination procedures.

AMENDMENTS: This Order adds Sections 3/712., 3/712.05, 3/712.10, 3/712.15, and 4/540.72; and amends Sections 4/210.40, 4/212.49, and 4/540.70 of The Department Manual.

AUDIT RESPONSIBILITY: The Commanding Officer, Personnel Division, and the Commanding Officer, Uniformed Services Group, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

DISTRIBUTION "A"

SUPPLEMENTAL FACT SHEET

Because of the unusually hazardous nature of PCP, special handling of the narcotic is required. Employees should implement the following handling procedures to ensure the health and safety of themselves and others.

While handling PCP, employees should :

- * Not smoke and ensure that there are no flames in the immediate vicinity.
- * Avoid unnecessary contact with the container or cigarettes containing PCP.
- * Secure the container of PCP to avoid any excess seepage.
- * Handle the container only while wearing protective plastic gloves.

Note: Plastic gloves are available from Supply Division.

- * Comply with the reporting requirements of this Order when physical contact with PCP occurs.

The narcotic properties of PCP when combined with ether do not enter the atmosphere as the ether vaporizes. However, ether is a toluene-like substance and should still be considered a health hazard. PCP can be absorbed through the skin and mucous membranes of the body; therefore mere physical contact may be a health hazard.

Employees should not touch their eyes with their hands while handling PCP. Employees who have any doubts about the handling of PCP should seek advice from personnel of Scientific Investigation Division or Narcotics Division.

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 29

OCTOBER 26, 1983

SUBJECT: COMBINED REPORTING PROCEDURES

PURPOSE: Diminished personnel resources necessitate that report writing time be decreased as much as possible. To accomplish this, procedures for reporting of arrests, felony crimes, booked evidence, and juvenile petition requests are amended. Field testing in Operations-South Bureau and Central Area has indicated that these amended procedures eliminate duplication for reporting officers and reduce paperwork for approving supervisors, detectives, and prosecutors without affecting the effectiveness of the Department.

PROCEDURE:

- I. COMBINED CRIME AND ARREST REPORTING PROCEDURE—EXPANDED.** The "Combined Crime Report" Section of the Arrest Report, Form 5.2, may be used in lieu of a Preliminary Investigation Report (PIR), Form 3.1, when:

- * All suspects identified as the perpetrators are in custody;
- * All the property is recovered;
- * Only one crime is involved; *and*,
- * The procedure is approved by the watch commander or investigating officer advising the booking.

Use of Form, DR Numbers, Number of Reports Required. The procedures relating to the PIR apply to Combined Crime and Arrest Reports.

Completion. An officer using a Combined Crime and Arrest Report shall:

- * Mark the "Crime Report" checkbox at the top of the Arrest Report, enter the name of the victim in the space immediately below this checkbox, and complete the "Combined Crime Report" Section;

Note: If multiple arrestees, follow the above directions on one face sheet only. Use the face sheet of the arrestee most likely to be filed on.

- * Obtain a DR number and enter it in *both* spaces provided at the top of the report;
- * Enter complete victim information under "Involved Person" *and*, in the narrative;
- * Use the standard arrest narrative sequence; i.e., Co-arrestees, Source of Activity, Observations, Arrest, Booking, and Specific Headings. At the end of the narrative include a listing and disposition of all property taken, unless it is contained on an evidence continuation page.

Crime Clearance. Combined Crime and Arrest Reports, other than homicides, shall be automatically cleared by arrest by Automated Information Division. A notation "Cleared by Arrest" or "No Outstanding Property", is not required on the report.

Signature of Person Reporting. The signature of the person reporting the crime is not required on a Combined Crime and Arrest Report.

Note: This does not affect the requirement to obtain the signature of an arresting private person in the body of the Arrest Report.

Follow-Up Investigation, Form 3.14. A Follow-Up Investigation, Form 3.14, is required to clear a Combined Crime and Arrest Report for homicides.

Note: The "Type Original Report" entry on a Follow-Up Investigation, Form 3.14, should indicate that it is a Combined Crime and Arrest Report, and the type of crime; e.g., Combined Burglary/Arrest.

DISTRIBUTION "A"

Distribution. A Combined Crime and Arrest Report shall be distributed as prescribed for the Arrest Report, with additional copies as follows:

- 1 - Crime and Miscellaneous Reports Section, Records and Identification Division, with an ADRIS printout attached
- 1 - Automated Information Division
- 1 - Analytical

II. COMBINED EVIDENCE REPORTING PROCEDURES—IMPLEMENTED. The Arrest Report, Form 5.2, Preliminary Investigation Report (PIR), Form 3.1, and the Property Report, Form 10.1, have been revised to reduce duplication of evidence information. Booked evidence shall be reported as follows:

A. Evidence Booked in Conjunction With an Arrest.

- * *If only one arrestee, no firearm booked, and no more than three items of evidence, the reporting officer shall:*

- * Check the "Evidence Report" checkbox at the top of the arrest face sheet;
- * Complete the "Combined Evidence Report" Section on the arrest face sheet;
- * Enter details relating to the evidence in the narrative; and,
- * Forward a copy of the arrest face sheet with the evidence.

- * *If more than one arrestee, a firearm is booked, or more than three items of evidence, the reporting officer shall:*

- * Check the "Evidence Report" checkbox at the top of the arrest face sheet;

Note: On multiple arrests, this checkbox is checked on all face sheets, and the name of the arrestee to whom the evidence is booked is entered immediately below that checkbox on all arrest face sheets.

- * Enter "See Page ____" in large letters in "Combined Evidence Report" Section;
- * Complete the shaded areas of the Property Report, including details and listing of the evidence;
- * Number the Property Report as the last page of the Arrest Report; *and,*

Exception: On juvenile arrests, the Juvenile Arrest Report (Continuation), Form 5.2.6, is the last page and the Property Report is the next to last page.

- * Forward a copy of the Property Report, attached to the arrest face sheet, with the evidence.

B. Evidence Booked in Conjunction With Completion of a PIR. The reporting employee shall:

- * Check the "Combined Evidence Report" at the top of the PIR;
- * Complete the shaded areas of the Property Report, including details and listing of the evidence;
- * Number the Property Report as the last page of the PIR; *and,*
- * Forward a copy of the Property Report, attached to the PIR face sheet, with the evidence.

Exception: The combined evidence reporting procedure shall not be used when:

- * The evidence is related to previously booked evidence;

Note: In this case, a separate Property Report shall be completed in its entirety. The evidence shall be booked to the same person (or firm) listed on the original report, under the original DR number. The item numbers start with the next sequential number from the original report.

- * The evidence is booked to other than the primary victim (listed at the top) of a multiple victim PIR;
- * Reporting additional license plates; and,

Note: One plate, or set of plates, may be reported using the combined procedure. Each additional plate, or set of plates, requires a separate Property Report with a separate DR number (5/040.56).

- * The booking employee's supervisor determines that a separate, complete Property Report would be a more expeditious means of booking the evidence under the given circumstances.

- C. **Distribution.** When the combined evidence reporting procedure is used, the Property Report shall be distributed as a page of the Arrest Report or Preliminary Investigation Report.

The employee booking the evidence shall ensure that a copy of the Property Report, attached to the face sheet of the Arrest Report or PIR (or a copy of the arrest face sheet, if the evidence is listed in the Combined Evidence Report Section), is forwarded with the evidence.

Note: Two copies are required if the evidence is narcotics or firearms, or if blood or urine is booked within Operations-Valley Bureau.

Additionally, when the report is a Combined Arrest and Evidence only (no crime report is involved), one copy of the page on which the evidence is listed, with the ADRIS printout attached, shall be forwarded to Crime and Miscellaneous Reports Section, Records and Identification Division.

III. JUVENILE PETITION PROCEDURES—AMENDED.

- A. **Juvenile Petition Request, Form 5.3—Deactivated.** The Juvenile Petition Request, Form 5.3, is deactivated.

- B. **Petition Request Format—Implemented.** An officer requesting a juvenile petition shall check the appropriate "Type Petition Request" box on the face of the Arrest Report, and on a Continuation Sheet, Form 15.9, entitled "Detective Information", list:

- * Booking and DR number;
 - * Subjects' names and booking numbers (if multiple arrestees);
- AND**, when applicable, list:
- * Charges;
 - * Subjects' statements, including response to admonition of rights;
 - * Corrections to original reports; and,
 - * Additional investigative information not contained in other reports.

- C. **Reports Required.** When requesting a petition, the requesting officer shall collate the reports as follows:

- * Juvenile affidavits as required;
- * Arrest Report face sheet;
- * Preliminary Investigation Report (PIR), if completed in conjunction with the Arrest Report;
- * Detective Information page(s), numbered D-1, D-2, etc.;
- * Arrest Report continuation pages;
- * Juvenile Arrest Report (Continuation), and reverse side, if used;
- * Other related reports, including a PIR not completed in conjunction with the arrest; *and*,
- * District Attorney Witness List.

Note: The Juvenile Arrest Report (Continuation), Form 5.2.6, has been revised to add certain information from the Juvenile Petition Request, and to add Petition Request Format instructions on the reverse side.

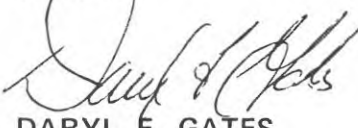
- IV. **BOOKING FORM—REVISED.** The Booking Form, Form 5.1, has been revised to align identifying numbers on all pages. Employees completing this Form shall enter all identifying numbers available at the time of booking.

FORMS AVAILABILITY: The revised Booking Form, Form 5.1 (which contains the Arrest Report, Form 5.2); Property Report, Form 10.1; and Juvenile Arrest Report (Continuation), Form 5.2.6, are available at Supply Division. Commanding officers shall ensure that these forms are ordered without delay. Upon receipt of the new forms, the present stock of forms shall be bundled, marked "Obsolete—Destroy", and returned to Supply Division.

AMENDMENTS: This Order adds Sections 4/203.15, 4/216.15, 4/216.17, 5/5.2—13, 5/5.2—14, 5/5.2—20, and 5/10.1—11; deletes Sections 4/216.16, 4/216.18, and 5/5.3; and amends the following Sections of the Department Manual:

4/216.14	5/040.28	5/5.2—80
4/218.71	5/040.70	5/5.2—81
4/218.80	5/3.1—01	5/5.2—82
4/510.10	5/3.1—80	5/5.2—83
4/520.10	5/3.1—81	5/5.2—88
4/540.70	5/3.1—82	5/10.1—01
4/604.40	5/3.14—01	5/10.1—10
4/790.22	5/3.14—10	5/10.1—80
5/030.10	5/5.2—01	5/10.10—12
5/030.40	5/5.2—15	5/10.10—80

AUDIT RESPONSIBILITY: The commanding officer of each operations bureau shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

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SUPPLEMENTAL FACT SHEET

GENERAL INFORMATION

This Supplement is provided as an aid in implementing combined reporting procedures. The main objective of these procedures is to decrease paperwork required of field officers when reporting two or three related functions (i.e., an arrest, a crime, and booking of evidence) resulting from one event. The second objective is to provide detectives and prosecutors with one report instead of two or three. The third objective is to accomplish this without appreciably impairing the operations of Records Units, Property Division, Automated Information Division, Scientific Investigation Division, and Records and Identification Division. Each of these entities process large volumes of these reports and provide necessary support to field officers and detectives.

Field testing of these procedures indicated that the new reporting procedures achieved the first two objectives. Achievement of the third objective will depend upon officers and records unit personnel understanding and complying with the directions contained in this Supplement.

COMBINED CRIME AND ARREST REPORT

Procedure Expanded. The Combined Crime and Arrest Report procedure is expanded to include all crimes reportable on a PIR.

Preliminary Investigation. The requirement to conduct a thorough preliminary investigation of a crime is unchanged by this Special Order.

Criteria For Use. The Combined Crime and Arrest Report may be used in lieu of a PIR when:

- * All suspects identified as the perpetrators are in custody;
- * All property is recovered;
- * Only one crime is involved; *and*,
- * The procedure is approved by the watch commander or investigating officer advising the booking.

Only One Crime Involved—Clarification. Multiple victims of a crime against person constitute a separate crime for each victim. Therefore, these must be reported on a PIR.

Completion. When using the Combined Crime and Arrest Report:

- * Mark the "Crime Report" checkbox at the top of the Arrest Report, enter the name of the victim in the space immediately under this checkbox, and complete the "Combined Crime Report" Section.

Note: If multiple arrestees, follow the above direction on *one* face sheet only. Use the face sheet of the arrestee most likely to be filed on.

- * Obtain a DR number and enter it in *both* spaces provided at the top of the report.
- * Enter complete victim information under "Involved Person".
- * Use the standard arrest narrative sequence; i.e., Co-arrestees, Source of Activity, Observations, Arrest, Booking, and Specific Headings. At the end of the narrative, include a listing and disposition of all property taken. (This information may be contained on an Evidence Continuation page, when applicable.)
- * List the elements of the crime in the appropriate paragraph.
- * Enter the victim or witnesses description of the suspect(s) and/or suspect's vehicle, when it is used as part of the probable cause for arrest.

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Note: If the suspect is not in the presence of the victim or witnesses when they are interviewed, their description of the suspect would be an important element of the probable cause; e.g., "Upon officers' arrival, W-1 stated that he observed a male Black, 25/30 years, 5'10/6', wearing a red bandana, black leather jacket and bluejeans, throw a brick through the window. Suspect removed several watches and left southbound in a gray T-Bird."

- * Enter victim's indemnification information when applicable.
- * A notation, "Cleared by Arrest" or "No Outstanding Property", is not required.
- * A signature of the person reporting is not required, except that of an arresting private person.

Follow-Up Investigation, Form 3.14. A Follow-Up Investigation related to a combined report should contain an indication in the "Type Original Report" that the original report is a combined report and the type crime; e.g., Combined Burglary/Arrest.

Note: A 3.14 is not required to "clear by arrest" a combined crime and arrest report, except for homicides.

Record Unit Information. (Refer to Page 5)

COMBINED EVIDENCE REPORT

Procedure. The Combined Evidence Report procedure is an elimination of much of the duplication formerly required when evidence was booked in conjunction with an arrest or completion of a crime report. There is no change in the present procedure as far as who evidence is booked to; i.e., *first*, if related to previously booked evidence, to the original person or firm; *second*, to an arrestee; *third*, to a victim; and *last*, if one, two and three do not apply, to a Department employee. The Combined Evidence Report procedure is based on this rule. That is why the combined procedure is not allowed if evidence is related to previously booked evidence.

Report Required to Book Evidence. It is the responsibility of the employee booking evidence to ensure that the correct paperwork accompanies the evidence. This Special Order implements three variations of reports acceptable for booking evidence:

1. The face sheet of an Arrest Report. Use of this report is limited to cases where there is just one arrestee, no firearm booked, and three or fewer items of evidence.
2. A Property Report with only the shaded items completed. This must be stapled on top of the related Arrest Report face sheet, or, if no arrest, on top of the related PIR face sheet.

Note: The most common error during testing of the combined procedure was forwarding evidence with only the shaded Property Report information entered but no attached arrest or PIR face sheet. (This only happened when the Property Room was closed.) The related face sheet must be with the Property Report or the property officer will not have complete information and, therefore, the evidence will be returned to the watch commander.

3. A Property Report completed in its entirety. This is used when there is no arrest or PIR, or when there may be an arrest or PIR, but:
 - * The evidence is related to previously booked evidence. In this instance, use the same person (or firm) booked to and the same DR as on the original report. Start item numbering with the next sequential number.
 - * The evidence is to be booked to other than the primary victim (listed at top) of a multiple victim PIR.
 - * Reporting additional license plates. One plate, or set of plates, may be reported using procedures one or two, above.
 - * The booking employee's supervisor determines that use of a separate complete Property Report would be a more expedient means of booking the evidence. This may occur when an arrestee is booked at a location such as SBI, and the evidence is booked by a different unit.

DR Number Required. A DR number is required for an Arrest Report on which booked evidence is listed.

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Completion.

- * *When an Arrest Report face sheet is used to book evidence* (one arrestee, no firearm booked, and three or less items of evidence):

- * The "Evidence Report" checkbox at the top of the report is checked;
- * The "Combined Evidence Report" Section is completed; and,
- * Details related to the evidence are entered in the narrative.

Note: If the arrest is by a private person, enter the name, serial number, division and detail of the officer booking the evidence in the space indicated (the second line of "Reporting Officer(s)").

- * *When a Property Report is used in conjunction with an Arrest Report:*

- * The "Evidence Report" checkbox at the top of the Arrest Report is marked.

Note: On multiple arrests, this checkbox is marked on *all* arrestees' face sheets, and the name of the arrestee to whom the evidence is booked is entered immediately beneath that checkbox on *all* copies.

- * A notation "See Page ____" is entered in the "Combined Evidence Report" Section. Enter the page number assigned to the Property Report.
- * The shaded areas of the Property Report are completed, including details and listing of the evidence.
- * The Property Report is numbered as the last page of the Arrest Report.

Exception: On juvenile arrests, the Juvenile Arrest Report (Continuation), Form 5.2.6, is the last page and the Property Report is the next to last page.

Note: A separate evidence paragraph is not required in the arrest narrative to describe booked evidence. The Property Report serves as the "evidence continuation" page of the Arrest Report.

- * *When a Property Report is used in conjunction with a PIR:*

- * The "Combined Evidence Report" checkbox on the PIR is checked.
- * The shaded areas of the Property Report are completed, including details and listing of the evidence.
- * The Property Report is numbered as the last page of the PIR.

Note: A separate evidence paragraph is not required in the PIR narrative to describe booked evidence. The Property Report serves as an "evidence continuation" page of the PIR.

Other Revisions to Property Report: In addition to shading certain items to accommodate combined reporting, the following revisions have been made to the Property Report:

- * The "Evidence Booked To" space has been deleted and replaced with more specific spaces in the sequence which evidence is required to be booked; i.e., if related to previously booked evidence to the original person or firm booked to, arrestee, victim, Department employee. (This revision was made to eliminate a common mistake of booking evidence to a wrong person.)
- * Spaces for the Owner and Finder of property have been combined. If both are known, enter Finder information in narrative.
- * The "Preliminary Drug Test" Section has been reformatted to accommodate reporting tests of more than one type drug. The type of test, drug weight and test result have been placed in columns used for Serial Number, Brand and Model Number when listing other than drugs.

Note: This same revision has been made to the "Combined Evidence Report" Section of the arrest face sheet.

Follow-Up Investigation, Form 3.14. A Follow-Up Investigation related to a combined evidence report shall contain an indication in the "Type Original Report" space that the original report is a combined evidence report; e.g., Combined Crime Burglary/Evidence.

Record Unit Information. (Refer to Page 5)

JUVENILE REPORTING

Juvenile Petition Request, Form 5.3—Deactivated. Amended procedures for requesting a juvenile petition are contained on the reverse side of the revised Juvenile Arrest Report (Continuation), Form 5.2.6.

Note: The revised Juvenile Arrest Report (Continuation) contains certain information previously on the Juvenile Petition Request and on the Arrest Report face sheet.

RECORDS UNIT INFORMATION

COMBINED CRIME AND ARREST REPORT

General Information. The Combined Crime and Arrest Report is an expansion of the present procedure which allows a misdemeanor crime to be reported on an Arrest Report. Now any crime reportable on a PIR, including felonies, may be reported on the Arrest Report.

Recognition of the Combined Report. An Arrest Report which is also being used as a crime report will have:

- * An "X" marked in the "Crime Report" checkbox at the top center of the report;
- * The name of the victim entered immediately beneath the "Crime Report" checkbox;
and,
- * Information relating to the crime in the "Combined Crime Report" Section.

Distribution. Distribute a Combined Crime and Arrest Report the same as if it were just an Arrest Report, plus a copy to:

- * Records and Identification CMRS (with ADRIS printout); and,
- * Automated Information Division.

Note: This distribution applies to both adults and juveniles. On juvenile arrests, an additional copy of the Arrest Report (face sheet only) is forwarded to Automated Information Division after the disposition is entered.

- * Analytical.

Filing. Only one report is required to be filed, instead of both Arrest Report and crime report.

Index Cards. The arrest index card may also serve as a crime report index card.

COMBINED EVIDENCE REPORT

General Information. The Combined Evidence Report eliminates duplication of information by a reporting employee and allows the Records Unit to process one report instead of two.

Recognition of the Combined Report. A combined evidence report may be recognized in the following manner:

- * *If combined with a PIR*, the Combined Evidence Report checkbox at the top of the PIR will be checked. A Property Report will accompany the PIR. It will have only the shaded areas completed. It will be numbered (Page 3 of 3, Page 4 of 4, etc.) and distributed as a page of the PIR.
- * *If combined with an Arrest Report*, the Evidence Report checkbox at the top of the Arrest Report will be checked. There may or may not be an accompanying Property Report as follows:
 - * If only one arrestee, no firearm booked, and three or fewer items of evidence, the evidence will be reported directly on the face of the Arrest Report. This is indicated by completion of the Combined Evidence Report Section on the arrest face sheet. In this case there is no Property Report.
 - * If multiple arrestees, a firearm is booked, or more than three items of evidence, a Property Report will accompany the Arrest Report. It will have only the shaded areas completed. It will be numbered (Page 3 of 3 etc.) and distributed as a page of the Arrest Report.

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DR Number. A Combined Evidence Report always requires a DR number, even if the Arrest Report face sheet is the only report on which the evidence is listed.

Distribution. When used as a Combined Evidence Report, the Property Report is distributed as a page of the Arrest Report or PIR. In addition to that distribution, forward one copy of the Property Report page (or the Arrest Report face sheet if it is used to list the evidence) to:

- * Records and Identification Division CMRS (with ADRIS printout) if there is no crime report involved; i.e., if the report is solely a combined arrest and evidence report.

Note: This copy is required by Records and Identification Division to audit the DR and to input the property items into APS.

- * Records and Identification Division, Crime and Property Teletype Supervisor, if a firearm is booked. Forward this copy without delay.

Note: This copy should be marked "FIREARM" in red at top by employee completing the report to call attention to it at Records and Identification Division.

Filing. The Combined Evidence Report is filed as one report rather than as an Arrest Report (and/or crime report) and a Property Report.

Index Cards. The Arrest Report or PIR index card also serves as a Property Report index card. It indicates that evidence is booked, and to whom it is booked. File as required by your Area/division.

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 30

NOVEMBER 22, 1983

SUBJECT: HOMICIDE PROCEDURES—REVISED

PURPOSE: This Order revises certain homicide investigative procedures.

PROCEDURE:

- I. **NATURAL DEATHS—REPORTING CRITERIA.** A Death Investigation Report, Form 3.11, is not required when a deceased person has had a history of illness and was examined during the preceding **20** days by a qualified physician who is willing to sign the Death Certificate.

Note: At the discretion of the Coroner's investigator, the 20 day period may be extended to **60** days. Although the death would be considered a Coroner's case, **no** death report is required.

II. **DEATH INVESTIGATION—INITIAL FOLLOW-UP PROCEDURES—REVISED.**

- A. **Natural, Accidental, and Suicide Deaths.** Death investigations which reflect a supported classification of "natural", "accidental" or "suicide" shall not routinely require a Follow-up Report, Form 3.14.

Exception: A follow-up Report shall be completed as soon as practical when:

- * The facts articulated in the initial Death Investigation Report do not support the classification;
- * Subsequent information significantly alters the original classification; or
- * The postmortem examination contradicts the classification and cause of death reported on the Death Investigation Report.

- B. **Traffic Related Deaths.** When a death results from a traffic accident, the investigating officer shall complete a Traffic Accident Status Report, Form 4.16, within **60** days following the initial Death Investigation Report. The report shall indicate:

- * The postmortem examination results and the final classification of death; or
- * That the investigation is continuing and the reason for its continuance.

- C. **Undetermined Deaths.** The detective responsible for the follow-up investigation of a death classified as "undetermined" shall, as soon as possible but no later than **60** days after the initial Death Investigation Report, complete a Follow-up Report indicating:

- * The postmortem examination results, and the final classification and cause of death; or
- * That the postmortem examination is continuing and a statement as to why the examination and/or the investigation has not been concluded.

Note: When the postmortem examination results cannot be obtained, the detective shall complete an additional Follow-up Report during each subsequent 90 day period, until the final classification or cause of death can be established. If either the classification or cause of death cannot be determined, the detective shall complete a Follow-up Report indicating the available results and the reason why a final determination by the coroner is not possible.

DISTRIBUTION "A"

III. HOMICIDE STATUS REPORT

A. **Distribution-Revised.** The distribution of progress reports on unsolved homicides is revised as follows:

- * Original and addenda to the assigned detective
- * One copy to the detective supervisor
- * One copy and addenda to the concerned Operations Bureau
- * One copy to Robbery-Homicide Division

B. **Crimes or Incidents Reclassified as Criminal Homicides.** When a reported crime or incident is reclassified as a criminal homicide, the assigned detective shall:

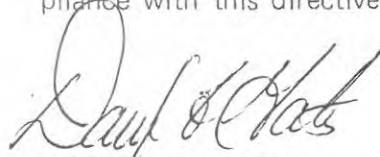
- * Complete a Preliminary Investigation Report (P.I.R.), Form 3.1, for "Murder" when the incident was originally reported on a Death Investigation Report, Form 3.11; Injury Report, Form 3.15; or Missing Persons Investigation Report, Form 3.16, or
- * Submit a Follow-up Report reclassifying the original P.I.R. to "Murder" along with the face sheet of the original P.I.R.; and
- * Prepare a Death Investigation Report, if not previously completed.
- * If the original report was a death investigation, the classification shall be changed to "homicide".

All reports shall bear the DR number of the original crime or incident.

Exception: If the original crime report has been cleared before the death of the victim occurs, or, if the death occurs in a calendar year other than that in which the original report was completed, the subsequent Death Investigation, Follow-up and/or Preliminary Investigation Reports shall be assigned a new DR number.

AMENDMENTS: This Order amends Sections 4/709.10, 4/710.20, and 5/3.11-01 of The Department Manual.

AUDIT RESPONSIBILITY: Each concerned Operations Bureau Commanding Officer shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.



DARYL F. GATES
Chief of Police

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 31

DECEMBER 5, 1983

SUBJECT: ACTIVATION OF ANTI-TERRORIST DIVISION

INFORMATION: The protection of the citizens of Los Angeles from unlawful acts of politically or socially motivated violence has always been and will continue to be an important objective of the Los Angeles Police Department. This Department has provided and will continue to provide the means to accomplish this objective within limits established by Constitutional and statutory protections which guarantee a person's right to maintain their privacy; to receive, hold, and express ideas; to dissent freely; to write and to publish; to petition for redress of grievances; and to associate publicly and privately for any lawful purpose.

The Anti-Terrorist Division shall, in all respects, be subject to the Board of Police Commissioner's guidelines and all applicable laws.

PURPOSE: In January of this year, with the concurrence of the Chief of Police, the Police Commission ordered the deactivation of Public Disorder Intelligence Division. The Department was directed to determine which of the Division's functions were essential to the City's defense against terrorist acts and to design a new intelligence organization to inherit the anti-terrorist functions performed previously by Public Disorder Intelligence Division. This Order deactivates the Public Disorder Intelligence Division and activates the Anti-Terrorist Division.

PROCEDURE:

- I. **PUBLIC DISORDER INTELLIGENCE DIVISION—DEACTIVATED.** Public Disorder Intelligence Division is deactivated.
- II. **ANTI-TERRORIST DIVISION—ACTIVATED.** Anti-Terrorist Division (ATD) is activated within the Office of the Chief of Police and shall consist of the following:
 - * Office of the Commanding Officer.
 - * Anti-Terrorist Investigation Section.
 - * Terrorist Threat Analysis Section.
- III. **ANTI-TERRORIST DIVISION—FUNCTIONS.** Anti-Terrorist Division shall be responsible for:
 - * The collection and analysis of information on individuals and organizations which plan, perform, threaten, or attempt unlawful acts which can reasonably be expected to result in death, serious bodily injury, significant disruption of the public order, or significant property damage, and that could result in the furtherance of societal action or harassment on the basis of race, religion, or national origin.
 - * The collection and analysis of information on terrorist trends.
 - * The collection and analysis of information to protect individuals or organizations listed as "Potential Victims".
 - * The intra-departmental dissemination of information necessary for field operations.

Note: This function does not relieve command personnel of their responsibility to contact and solicit assistance from Anti-Terrorist Division when necessary.

 - * Responding to subpoenas duces tecum and legal process directed to Anti-Terrorist Division.

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- * Ensuring that, when written communications threatening harm to public officials or prominent persons come into the custody of the Department, such communications receive appropriate police action and a copy of each communication is forwarded to the California Department of Justice for inclusion in the Automated Threatening Letter File.

Note: Criminal Conspiracy Section, Detective Support Division, is responsible for the investigation of threatening letters directed toward the Mayor. Area detectives are responsible for the investigation of other threatening letter incidents. A copy of these types of correspondence shall be forwarded to the Commanding Officer, Anti-Terrorist Division.

- * The coordinating, procuring, retaining, and maintaining a file of undercover driver licenses of Anti-Terrorist Division personnel.

Department personnel becoming aware of intelligence information that falls within the parameters of Anti-Terrorist Division's functions shall forward the information to Anti-Terrorist Division for analysis.

IV. ANTI-TERRORIST DIVISION—SPECIAL LIAISON. Anti-Terrorist Division maintains liaison, for providing protective intelligence information, with:

United States Secret Service. For the purpose of providing investigative and intelligence liaison about persons who pose a potential threat to the safety of the President of the United States or other persons under the protection of the Secret Service.

United States Department of State. For the purpose of providing investigative and intelligence liaison about persons who pose a threat to the safety of visiting dignitaries.

Other Jurisdictions and Agencies. Liaison is also maintained with other local, state, federal, and foreign government agencies for the purposes described in this section.

V. RADIO DESIGNATION. The radio designation for Anti-Terrorist Division shall be "6I".

VI. CORRESPONDENCE NUMBERS AND SYMBOLS. Correspondence numbers and symbols for Anti-Terrorist Division are assigned as follows:

1.1.8

Anti-Terrorist Division

ATD

AMENDMENTS: This Order deletes Sections 2/707.14, 2/740, 2/740.01, 2/740.06, amends Sections 2/062, 2/066, 2/208, 2/701, 2/708, 4/110.20, 4/267.50, 4/271.20, 4/271.30, 5/030.50, 5/030.66, 5/080.96, 5/1.89, and adds Sections 2/209, 2/209.10, 2/209.15, 2/209.20, and 2/209.25 of the Department Manual.



DARYL F. GATES
Chief of Police

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 32

DECEMBER 9, 1983

SUBJECT: NOTIFICATION REQUIREMENTS FOR CIVILIAN EMPLOYEES
WHILE ON SICK OR INJURED ON-DUTY STATUS

PURPOSE: The purpose of this Order is to apply the provisions of Manual Section 3/711.60 to civilian personnel.

PROCEDURE:

I. ILLNESS OR INJURY PROVISIONS. Employees off-duty due to illness or IOD shall:

- * When off-duty for a period in excess of seven days, contact a supervisor in their assigned division on the seventh day and at least once every seven days thereafter for the purposes of providing a report of their status and maintaining contact with the Department for duty-related matters. A supervisor may waive the periodic notification requirement and establish a less frequent schedule when extenuating circumstances exist.
- * Notify a supervisor in their assigned division prior to leaving when they intend to leave their residences at any time for a period in excess of 48 hours while on sick or IOD status. Employees shall furnish a supervisor in their assigned division with address(es) and telephone number(s) where they can be reached while on extended absence from their residences.

Note: Employees working off-hour watches may contact a day-watch supervisor during normal business hours to fulfill the notification requirements.

II. SUPERVISOR-RESPONSIBILITY. A supervisor receiving weekly telephonic notifications from an employee on sick or IOD status shall report the results of each conversation on the Sick or Injury Report, Form 1.30, as a sick revisit.

Note: This Order does not affect the responsibility or authority of supervisors to initiate periodic sick visits pursuant to Manual Section 3/718.

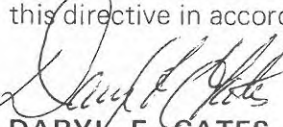
III. COMMANDING OFFICER-RESPONSIBILITY. The employee's commanding officer shall review the Form 1.30 and determine whether further medical examination is warranted.

IV. COMMANDING OFFICER, PERSONNEL DIVISION-RESPONSIBILITY. The Commanding Officer, Personnel Division, at the request of the employee's commanding officer, shall arrange for a medical examination by Medical Services Division, Personnel Department, when such examination is deemed to be necessary.

Note: In cases of IOD, the examining doctor shall be designated by the Worker's Compensation Section, Personnel Department.

AMENDMENT: This Order amends Section 3/711.60 of The Department Manual.

AUDIT RESPONSIBILITY: Commanding Officer, Personnel Division, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.


DARYL F. GATES
Chief of Police

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OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 33

DECEMBER 19, 1983

SUBJECT: ADDITIONAL CHEMICAL TEST ADMONITION

PURPOSE: On September 15, 1983, Vehicle Code Section (VC) 13353.5 became effective. This Section requires that driving under the influence arrestees be advised that breath samples cannot be retained for later testing, and that blood or urine samples will be saved at no cost to the arrestee and may be tested by any party in any criminal prosecution. This Order implements a revised Driving-Under-The-Influence (DUI) Arrest Report, Form 5.2.5, which adds admonition information necessary to comply with 13353.5 VC.

PROCEDURE:

- I. CHEMICAL TEST ADMONITION—AMENDED.** The Chemical Test Admonition on the DUI Arrest Report is amended to add a phrase to the last sentence of the NOTE: i.e., "If you want any remaining sample saved for your use, you must choose to take a blood or urine test *which will be saved at no cost to you and may be tested by any party in any criminal prosecution.*"

This information shall be included by the officer admonishing an arrestee of 13353 VC.

- II. ADDITIONAL CHEMICAL TEST ADMONITION (13353.5 VC).** An "Additional Chemical Test Admonition" section has been added to the DUI Arrest Report. This admonition is to be given after a breath test if the arrestee is suspected of driving under the influence of alcohol.

Note: If drug use is suspected, the Drug Admonition is used instead of the Additional Chemical Test Admonition.

The Additional Chemical Test Admonition reads as follows:

1. As I explained to you, the breath test which you have just taken will not be saved for you or your attorney to have tested for alcohol content.
 2. You may now take a blood or a urine test which will be saved at no cost to you and which may be tested by any party in any criminal prosecution.
- Do you wish to take a blood or urine test now?

This information shall be given by an officer admonishing an arrestee of 13353.5 VC and the arrestee's response shall be included in the Arrest Report.

- III. SPANISH TRANSLATION OF CHEMICAL TEST ADMONITIONS.** A court-approved Spanish translation of the Chemical Test Admonitions and Drug Admonition is included with this Order as Temporary Form No. 42 (11/83). It is designed to fit into the Citation Guide, Form 16.65. This information will be in the next revision of the Guide.


This translation is to be used only by an officer fluent in and capable of testifying in Spanish. Officers using this form should cross out the Spanish Chemical Test Admonition on the back of the present Citation Guide.

FORMS AVAILABILITY: An initial stock of the revised DUI Arrest Report (Revision date 11/83) will be delivered to all Areas and traffic divisions. Upon its receipt, existing stock of present DUI Arrest Reports shall be returned to Supply Division, bundled and marked "Obsolete-Destroy".

DECEMBER 19, 1983

AMENDMENT: This Order adds Section 4/343.36 to the Department Manual.

AUDIT RESPONSIBILITY: Traffic Coordination Section, Operations-Headquarters Bureau, shall monitor compliance with this directive in accordance with the provisions of Department Manual Section 0/080.30.


DARYL F. GATES
Chief of Police

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ATTACHMENT

LAPD TEMP #42 (11/83)

These translations are to be used only by an officer fluent in and capable of testifying in Spanish.

CHEMICAL TEST ADMONITION (13353 VC)

1. La ley del Estado requiere que usted se someta a una prueba química para determinar el contenido de alcohol en su sangre.
2. Usted puede escoger entre una prueba de sangre, una prueba de aliento, o una prueba de orina; o cuando sea aplicable - Ya que se necesita tratamiento medico, su eleccion de pruebas se limita a _____. Estas son las unicas pruebas disponibles en _____.

NOTA: Si usted toma una prueba de aliento NO se guardara una muestra y usted o su abogado no podran tener una muestra de aliento para poder examinar su contenido de alcohol. Si usted quiere que se guarde una muestra de lo que sobre para su uso, tiene usted que escoger entre tomar una prueba de la sangre o una prueba de la orina la cual sera guardada sin costo para usted y podra ser analizada por cualquiera de las partes en cualquier proceso criminal.

3. Si usted se rehusa a someterse a una de las pruebas, o si no puede completar una de las pruebas, su privilegio de manejar SERA SUSPENDIDO POR SEIS MESES, O POR UN AÑO si se le ha encontrado culpable de manejar bajo la influencia de alcohol o drogas, o de cualquier combinacion de los mismos durante los ultimos cinco anos incluyendo el caso de que el cargo hubiere sido reducido a manejar con descuido.
4. Usted no tiene el derecho de hablar con un abogado o de tener un abogado presente antes de declarar si se sometera o no a una prueba, antes de decidir cual prueba quiere tomar, o durante la administracion de la prueba.
5. Si usted no puede, o si dice que no puede completar la prueba que usted escoja, usted debera someterse a y completar una de las pruebas restantes.
6. Si se niega a someterse a una prueba química, se hara comentario de su negativa en una corte y un jurado recibira instrucciones de que su negativa puede demostrar conciencia de culpabilidad de parte suya.

ADDITIONAL CHEMICAL TEST ADMONITION (13353.5 VC)

1. Como ya explique a usted, la prueba de aliento que usted acaba de tomar no sera guardada para que usted o su abogado puedan mandar hacer un analisis del contenido de alcohol.
 2. Puede usted ahora tomar una prueba de la sangre o de la orina la cual sera guardada sin costo para usted y podra ser analizada por cualquiera de las partes en cualquier proceso criminal.
- ¿ Desea usted tomar ahora una prueba de la sangre o de la orina ?

DRUG ADMONITION

1. La prueba de aliento que usted acaba de tomar esta diseñada para detectar unicamente el contenido alcoholico de su sangre.
2. Por la razon de que yo creo que usted se encuentra bajo la influencia de drogas o de una combinacion de drogas y alcohol, la ley del Estado requiere que usted se someta a una prueba de sangre o de orina para determinar el contenido de droga en su sangre.

¿ Quiere tomar ahora una prueba de sangre o de orina?

CUT ALONG DOTTED LINE